

Title 18: Human Services

Part 15: Division of Community Services

Part 15 Chapter 1: Community Services Block Grant (CSBG)

Rule 15.1 Community Services Block Grant (CSBG) State Plan

Source: Miss Code Annotated 43-1-2.

Community Services Block Grant (CSBG) Model State Plan- FINAL FISCAL YEAR (FY) 2020

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THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 31 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Section 1

CSBG Administrative Information

- 1.1.** Identify whether this is a one-year or a two-year plan. ☒ One-Year ☐ Two-Year
- 1.1a.** Provide the federal fiscal years this plan covers: Year One 2020 Year Two ____

GUIDANCE: If a state indicates “One-Year” under 1.1., they will only have to provide a response for “Year One”

- 1.2. Lead Agency:** Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act. Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

Has information in regards to the state lead agency changed since the last submission of the state plan? ☒ Yes ☐ No

If yes, provide the date of change and select the fields that have been updated **[Date Picker and Check all the apply]**

- | | | |
|---|---|--|
| <input type="checkbox"/> Lead Agency | <input type="checkbox"/> Department Type | <input type="checkbox"/> Office |
| <input checked="" type="checkbox"/> Authorized Official | <input type="checkbox"/> Street Address | <input type="checkbox"/> City |
| <input type="checkbox"/> Zip Code | <input checked="" type="checkbox"/> Work Number | <input checked="" type="checkbox"/> Fax Number |
| <input checked="" type="checkbox"/> Email Address | <input type="checkbox"/> Website | |

- 1.2a.** Lead agency

GUIDANCE: This should only include the exact name of the lead agency and an acronym (as applicable).

EXAMPLE: Office of Community Services (OCS)

Mississippi Department of Human Services (MDHS)

- 1.2b.** Cabinet or administrative department of this lead agency **[Check One and narrative where applicable]**

- ☐ Community Affairs Department
- ☐ Community Services Department
- ☐ Governor’s Office
- ☐ Health Department
- ☐ Housing Department
- ☒ Human Services Department
- ☐ Social Services Department
- ☐ Other, describe: **[Narrative, 100 characters]**

- 1.2c. Cabinet or Administrative Department Name:** Provide the name of the cabinet or administrative department of the CSBG authorized official

Mississippi Department of Human Services

- 1.2d.** Authorized official of the lead agency. The authorized official could be the director, secretary, commissioner etc. as assigned in the designation letter

(attached under item 1.3.). The authorized official is the person indicated as authorized representative on the SF-424M. **[Narrative, 50 Characters each]**

Name Christopher Freeze **Title** Executive Director

1.2e. Street Address 200 South Lamar St.

1.2f. City Jackson

1.2g. State MS

1.2h. Zip Code 39201

1.2i. Work Telephone Number and Extension (if applicable) 601-359-4457

1.2j. Fax Number 601-359-4477

1.2k. Email Address

Christopher.freeze@mdhs.ms.gov

1.2l. Lead Agency Website www.mdhs.state.ms.us

Note: Item 1.2. pre-populates the Annual Report, Module 1, Item A.1.

- 1.3. Designation Letter:** Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or designated agency has changed. **[Attach a document.]**

GUIDANCE: The designation letter should be updated whenever there is a change to the designee.

Instructional Note: The letter should be from the chief executive officer of the state and include, at minimum, the designated state CSBG lead agency and title of the authorized official of the lead agency who is to administer the CSBG grant award.

- 1.4. CSBG Point of Contact:** Provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.

Has information regarding to the state point of contact changed since the last submission of the state plan? X Yes ___ No

If yes, provide the date of change and select the fields that have been updated **[Date Picker and Check all the apply]** 8/21/2019

<input type="checkbox"/> Agency Name	<input type="checkbox"/> Point of Contact	<input type="checkbox"/> Street Address
<input type="checkbox"/> City	<input type="checkbox"/> State	<input type="checkbox"/> Zip Code
<input type="checkbox"/> Work Number	<u>X</u> Fax Number	<input type="checkbox"/> Email Address
<input type="checkbox"/> Website		

1.4a. Agency Name MDHS- Division of Community Services

1.4b. Point of Contact Name

Name Tina M. Ruffin Title Office Director

1.4c. Street Address 200 South Lamar St

1.4d. City Jackson

1.4e. State MS

1.4f. Zip Code 39201

1.4g. Work Telephone Number 601-359-4768

1.4h. Fax Number 601-359-4370

1.4i. Email Address tina.ruffin@mdhs.ms.gov

1.4j. Agency Website www.mdhs.state.ms.us

1.5. Provide the following information in relation to the State Community Action Association.

GUIDANCE: Under this question, please respond yes and provide the information if there is an entity or organization that serves in the capacity of the state community action association that is within your state, whether voluntarily or contractually. If the state community action association is located outside of the state, or if there is a singular entity within the state that serves as the Community Action Association, please answer no to this question.

There is currently a state Community Action Association within the state. ☒ Yes ☐ No

Has information in regards to the state Community Action Association changed since the last submission of the state plan? ☒ Yes ☐ No

If yes, provide the date of change and select the fields that have been updated. **[Date Picker and Check all the apply] 8/21/2019**

<input type="checkbox"/> Agency Name	<input type="checkbox"/> Executive Director	<input checked="" type="checkbox"/> Street Address
<input type="checkbox"/> City	<input type="checkbox"/> State	<input checked="" type="checkbox"/> Zip Code
<input type="checkbox"/> Work Number	<input type="checkbox"/> Fax Number	<input type="checkbox"/> Email Address
<input type="checkbox"/> Website	<input type="checkbox"/> RPIC Lead	

1.5a. Agency name Mississippi Association of Community Action Agencies

1.5b. Executive Director or Point of Contact **[Narrative, 50 characters each]**

Name Candace McDermott Title Executive Director

1.5c. Street Address 4500 I-55, Suite 249

1.5d. City Jackson

1.5e. State MS

1.5f. Zip Code 39211

- 1.5g.** Telephone Number 601-882-5980
- 1.5h.** Fax Number **[Numerical Response, 10 digits]**
- 1.5i.** Email Address Candace@msacaa.com
- 1.5j.** State Association Website www.msacaa.com
- 1.5k.** State Association currently serves as the Regional Performance Innovation Consortia (RPIC) lead ☐ Yes ☒ No

Section 2

State Legislation and Regulation

- 2.1. **CSBG State Legislation:** State has a statute authorizing CSBG. ☐ Yes ☒ No
- 2.2. **CSBG State Regulation:** State has regulations for CSBG. ☐ Yes ☒ No
- 2.3. **Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2. **[Attach a document and/or provide a link, 1500 characters]**

GUIDANCE: The labeling of all attachments should include the question number for which the document provides supplementary information, the question heading, and the type of document provided. As an example, a state statutory document could be labeled as:

2.3. Legislation/Regulation Document, Washington D.C. Statute

- 2.4. **State Authority:** Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:

- 2.4 a. **Authorizing Legislation:** State legislature enacts authorizing legislation or amendments to an existing authorizing statute last federal fiscal year. ☐ Yes ☒ No

- 2.4b. **Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year. ☐ Yes ☒
No

- 2.4c. **Designation:** State statutory or regulatory authority designates the bureau, division, or office in the state government that is to be the state administering agency. ☐ Yes ☒
No

Section 3

State Plan Development and Statewide Goals

- 3.1. CSBG Lead Agency Mission and Responsibilities:** Briefly describe the mission and responsibilities of the state agency that serves as the CSBG lead agency. CSBG is administered by the Mississippi Department of Human Services (MDHS)-Division of Community Services. MDHS is a primary link between families and individuals with specific needs vital to their survival and the services available to meet those needs.
- The mission of MDHS is to deliver, within established guidelines, a broad range of services to a diverse population in a professional, timely, accurate, and compassionate manner. MDHS will further its mission by assisting those in need to overcome adversity, dependency, lack of self-esteem, gain self-confidence and self-sufficiency. It supports the community action vision and values through:
- a) Professional, accountable, and responsible administration of CSBG;
 - b) Development of effective partnerships with CSBG entities, MDHS-DCS, and other Federal and State programs serving low-income individuals.

- 3.2. State Plan Goals:** Describe the state's CSBG-specific goals for state administration of CSBG under this State Plan. **[Narrative, 3000 characters]**

GUIDANCE: States should take into account feedback from OCS, their eligible entities, and the ACSI survey completed by eligible entities when creating their state plan goals.

Instructional Note: For examples of "goals," see State Accountability Measure 1Sa(i).

Note: This information is associated with State Accountability Measure 1Sa(i) and pre-populates the state's Annual Report, Module 1, Item B.1.

The State will monitor all entities annually. For entities with findings, the State will conduct onsite visit to assist with resolution. The State will conduct additional training on Organizational Standards with the goal of 75% of entities meeting all standards for 2020. The State will conduct a meeting with the state association to establish a committee to review and develop the state plan.

- 3.3. State Plan Development:** Indicate the information and input the state accessed to develop this State Plan.

3.3 a. Analysis of state-level tools [Check all that applies and narrative where applicable]

- ☒ State Performance Indicators and/or National Performance Indicators (NPIs)
- ☒ U.S. Census data
- ☒ State performance management data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
- ☐ Monitoring Visits/Assessments
- ☐ Tools not identified above (specify) **[Narrative, 500 characters]**

3.3 b. Analysis of local-level tools [Check all that applies and narrative where applicable]

- ☒ Eligible entity community needs assessments
- ☒ Eligible entity community action plans
- ☒ Public Hearings/Workshops
- ☐ Tools not identified above (e.g., state required reports) [specify] **[Narrative, 500 characters]**

3.3 c. Consultation with [Check all that applies and narrative where applicable]

- ☒ Eligible entities (e.g., meetings, conferences, webinars; not including the public hearing)
- ☒ State Association
- ☐ National Association for State Community Services Programs (NASCSPP)
- ☐ Community Action Partnership (The Partnership)
- ☐ Community Action Program Legal Services (CAPLAW)
- ☐ CSBG Tribal Training and Technical Assistance (T/TA) provider
- ☐ Regional Performance Innovation Consortium (RPIC)
- ☐ Association for Nationally Certified ROMA Trainers (ANCRT)
- ☐ Federal CSBG Office
- ☐ Organizations not identified above (specify) **[Narrative, 500 characters]**

3.4. Eligible Entity Involvement

3.4 a. Describe the specific steps the state took in developing the State Plan to involve the eligible entities. [Narrative, 3000 Characters]

Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the state's annual report form.

A copy of the draft state plan was emailed to the eligible entities and the state association. The State attended an association meeting to discuss the state plan and asked for comments and suggestions. The state plan was added to the Virtual ROMA website for all eligible entity staff to provide feedback. The state plan was presented at the public hearing for input and comments. Comments will be accepted through July 2, 2019.

3.4b. Performance Management Adjustment: Describe how the state has adjusted its State Plan development procedures under this State Plan, as compared to previous plans, in order to 1) encourage eligible entity participation and 2) ensure the State Plan reflects input from eligible entities? Any adjustment should be based on the state's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. **[Narrative, 3000 Characters]**

Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.

The State's process allows the state plan to be electronically submitted to

entities which improves the efficiency of responses from all entity staff to include all levels (case workers, receptionists, etc.)

- 3.5. Eligible Entity Overall Satisfaction:** Provide the state's target for eligible entity Overall Satisfaction during the performance period. Year One 75% Year Two ____ **[Numerical, 3 digits]**

Instructional Note: The state's target score will indicate improvement or maintenance of the states' Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate

GUIDANCE: The targets reported here should match the future target set in the Annual Report, Section B, Table B.2.

GUIDANCE: Review the [ACSI IM](#) about setting targets for your eligible entity overall satisfaction that are realistic, reasonable, attainable, and possible.

the state's annual report form.

Section 4

CSBG Hearing Requirements

- 4.1. Public Inspection:** Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act. **[Narrative, 2500 Characters]**

GUIDANCE: Under this question, detail how the state provided the State Plan to the public, including providing sufficient time (ideally no fewer than 30 days) for the public to provide feedback prior to the public hearing. Distribution to the public should include distribution directly to the eligible entities in the state as well as any other interested parties.

The State will post the state plan (administrative procedures notice) with the Secretary of State's office no less than 30 days of the public hearing. At any time within the thirty day public comment period, written submissions including arguments, data, and views on the proposed rule/amendment/repeal may be submitted to the State. The proposed plan is uploaded to the Virtual ROMA website for comments and feedback from eligible entities. Notice of the public hearing appeared in the Clarion Ledger newspaper, which has statewide distribution, and eleven other newspaper on May 28, 2019 and June 11, 2019. The availability of the FFY 2020 CSBG State Plan for inspection was made known in the Public Hearing announcement posted in the newspapers. The state plan was made available for public inspection by calling the MDHS-DCS, as stated in the public hearing announcement. Opportunities for comment were available during the public hearing.

- 4.2. Public Notice/Hearing:** Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under 676(a)(2)(B) of the CSBG Act. **[Narrative, 2500 Characters]**

An administrative procedures notice is filed with the Secretary of State twenty (20) calendar days before the public hearing. At any time within the twenty day public comment period, written submissions including arguments, data, and views on the proposed rule/amendment/repeal may be submitted to the State. The proposed plan is uploaded to the Virtual ROMA website for comments and feedback from eligible entities. Notice of the public hearing appeared in the Clarion Ledger newspaper, which has statewide distribution, and eleven other newspaper on May 28, 2019 and June 11, 2019. The availability of the FFY 2020 CSBG State Plan for inspection was made known in the Public Hearing announcement posted in the newspapers. The state plan was made available for public inspection by calling the MDHS-DCS, as stated in the public hearing announcement. Opportunities for comment were available during the public hearing.

- 4.3. Public and Legislative Hearings:** In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.

Instructional Note: A public hearing is required for each new submission of the State Plan. The date(s) for the public hearing(s) must have occurred in the year prior to the first federal fiscal year covered by this plan. Legislative hearings are held at least every three years, and must have occurred within the last three years prior to the first federal fiscal year covered by this plan.

Date	Location	Type of Hearing [Select an option]	If a Combined Hearing was held confirm that the public was invited.
June 25, 2019	Multi-County Community Service Agency 2906 St. Paul Street Meridian, MS	<input type="radio"/> Public <input type="radio"/> Legislative <input checked="" type="radio"/> Combined	<input checked="" type="checkbox"/>
ADD a ROW function Note: States will be able to add as needed for each additional hearing.			

GUIDANCE: A combined hearing refers to having one joint public and legislative hearing.

- 4.4.** Attach supporting documentation or a hyperlink for the public and legislative hearings.
[Attach supporting documentation or provide a hyperlink(s), 500 characters]

GUIDANCE: Supporting documentation may include, but is not limited to, agendas, sign-in sheets, transcripts, and notices/advertisements of the hearings. All attachments should include the question number, question heading, type of document and the date of the hearing/meeting (as applicable).

EXAMPLE: An agenda would be named: 4.4. Public and Legislative Hearings Agenda 062117

See Public Hearing Notice Attachment.

Section 5

CSBG Eligible Entities

5.1. CSBG Eligible Entities: In the table below, indicate whether eligible entity in the state public or private, the type(s) of entity, and the geographical area served by the entity.

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (choose all that apply)
AJFC Community Action Agency, Inc.	Adams, Claiborne, Copiah, Franklin, Jefferson, Lawrence, Lincoln	Nonprofit	Community Action Agency
Bolivar County CAA, Inc.	Bolivar	Nonprofit	Community Action Agency
Central Mississippi, Inc.	Attala, Carroll, Grenada, Holmes, Leflore, Montgomery, Yalobusha	Nonprofit	Community Action Agency
Coahoma Opportunities, Inc.	Coahoma	Nonprofit	Community Action Agency
Hinds County Human Resource Agency	Hinds	Nonprofit	Community Action Agency
Jackson County Civic Action Committee	Jackson, George, Harrison	Nonprofit	Community Action Agency
LIFT, Inc.	Calhoun, Chickasaw, Itawamba, Lafayette, Lee, Monroe, Pontotoc, Union	Nonprofit	Community Action Agency
Mid-State Opportunity, Inc.	Desoto, Panola, Quitman, Tallahatchie, Tate, Tunica	Nonprofit	Community Action Agency
Multi-County Community Services Agency	Clarke, Jasper, Kemper, Lauderdale, Neshoba, Scott, Smith, Wayne, Newton	Nonprofit	Community Action Agency

Northeast Mississippi Community Services	Alcorn, Benton, Marshall, Prentiss, Tippah, Tishomingo	Nonprofit	Community Action Agency
Pearl River Valley Opportunity, Inc.	Covington, Forrest, Jefferson Davis, Jones, Lamar, Marion, Pearl River, Perry, Greene, Hancock, Stone	Nonprofit	Community Action Agency
Prairie Opportunity, Inc.	Choctaw, Clay, Leake, Lowndes, Noxubee, Oktibbeha, Webster, Winston	Nonprofit	Community Action Agency
South Central Community Action Agency, Inc.	Madison, Rankin, Simpson	Nonprofit	Community Action Agency
Southwest Mississippi Opportunity, Inc.	Amite, Pike, Walthall, Wilkinson	Nonprofit	Community Action Agency
Sunflower-Humphreys County Progress, Inc.	Humphreys, Sunflower	Nonprofit	Community Action Agency
Warren Washington, Issaquena Sharkey Community Action Agency, Inc.	Issaquena, Sharkey, Warren, Washington, Yazoo	Nonprofit	Community Action Agency
THE ADD-A-ROW FUNCTION WILL NOT BE AVAILABLE ON THIS TABLE. ANY ADDITIONS/DELETIONS TO THE ELIGIBLE ENTITY LIST SHOULD BE MADE WITHIN THE MASTER LIST.			

Note: Table 5.1. pre-populates the Annual Report, Module 1, Table C.1.

GUIDANCE: Under *Type of Entity*, select more than one type by holding down the CTRL key while making selections.

Note: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Limited Purpose Agencies, Migrant and Seasonal Farmworker organizations, and Tribes and Tribal Organizations

Instructional Note: Limited Purpose Agency refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

Instructional Note: 90 percent funds are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act, as described under Section 675C of the CSBG Act. A state must provide “no less than 90 percent” of their CSBG allocation, under Section 675B, to the eligible entities.

5.2. Total number of CSBG eligible entities: 16 **[This will automatically update based on Table 5.1.]**

5.3. Changes to Eligible Entities List: Within the tables below, describe any changes that have occurred to the Eligible Entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list: **[Check all that apply]**.

- ☐ Designation and/or Re-Designation
- ☒ De-designations and/or Voluntary Relinquishments
- ☐ Mergers
- ☐ No Changes to Eligible Entities List

GUIDANCE: The following three questions will only need to be answered based on your response to 5.3.

5.3a. Designation and Re-Designation: Identify any new entities that have been designated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year. Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated).

CSBG Eligible Entity	Type	Start Date	Geographical Area Served
[Narrative, 150 characters]	[Dropdown: <ul style="list-style-type: none"> • Designation • Re-Designation] 	[Date Picker]	[Narrative, 550 characters]
ADD-A-ROW FUNCTION. Note: States will be able to add a row as needed.			

GUIDANCE: A designation refers to an entity that was not receiving funding in the previous federal fiscal year(s) and/or was not included in the previous CSBG State Plan. Re-designation implies that an entity that is already designated/receiving funds is now performing the duties and receiving funds that were previously designated to another entity, in addition to the funding that they are already receiving. This is different from a merger as an entity is not absorbing another entity. This re-designation may be permanent (**requires a formula redistribution**) or temporary while the state has officially designated a new entity and has completed a formula redistribution. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

- 5.3b. De-Designations and Voluntary Relinquishments:** Identify any entities that are no longer receiving CSBG funding. Include any eligible entities have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last federal fiscal year.

CSBG Eligible Entity	Reason
United CAC	[Dropdown: • Voluntary Relinquished
ADD-A-ROW FUNCTION. Note: States will be able to add a row as needed.	

- 5.3c. Mergers:** In the table below, provide information about any mergers or other combinations of two or more eligible entities that were each listed in the prior year state plan.

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.
[Narrative, 500 characters] <i>List and number all entities involved.</i>	[Narrative, 150 characters]	[Narrative, 150 characters]	[Narrative, 150 characters]
ADD-A-ROW FUNCTION. Note: States will be able to add a row as needed.			

GUIDANCE: In the case that an organization that was not previously a CSBG eligible entity, merges with a previously existing CSBG eligible entity, and is the surviving entity, the new entity should be listed under 5.3a. as a new designation, while the previously funded CSBG eligible entity should be included under 5.3b.

Section 6

Organizational Standards for Eligible Entities

Note: Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click [HERE](#) for IM 138.

6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period. **[Select one]**

- ☐ COE CSBG Organizational Standards
- ☒ Modified version of COE CSBG Organizational Standards
- ☐ Alternative set of organizational standards

Note: Item 6.1. pre-populates the Annual Report, Module 1, Item D.1.

6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.

[Narrative, 2500 characters]

The State will use a modified version of the COE-developed organizational standards to comply with state policies already in place. Mississippi uses a “Community Strengths and Needs Assessment” instead of the term “community assessment”. The modified COE-developed organizational standards are:

Standard 3.1- The organization will conduct a community strengths and needs assessment yearly.

Standard 5.5- The board fills vacancies as set out in its bylaws and state board policy.

Standard 9.4- The organization submits the Annual report to MDHS-DCS.

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards. **[Attachment (as applicable)]**

6.1 c. Alternative Organizational Standards: If using an alternative set of organizational standards: 1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards.

☒ There were no changes from the previous State Plan submission **[Narrative, 2500 characters if not selected]**

Provide reason for using alternative standards **[Narrative, 2500 characters]**

Describe rigor compared to COE-developed Standards **[Narrative, 2500 characters]**

characters]

- 6.2. Implementation:** Check the box that best describes how the state officially adopted organizational standards for eligible entities in the state in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. **[Check all that applies and narrative (as applicable)]**

- ☐ Regulation
☒ Policy
☒ Contracts with eligible entities
☐ Other, describe: **[Narrative, 5000 characters]**

- 6.3. Organizational Standards Assessment:** Describe how the state will assess eligible entities against organizational standards this federal fiscal year(s). **[Check all that apply]**

- a) Peer-to-peer review (with validation by the state or state-authorized third party)
b) Self-assessment (with validation by the state or state-authorized third party)
c) Self-assessment/peer review with state risk analysis
d) State-authorized third party validation
e) Regular, on-site CSBG monitoring
☒ Other

- 6.3 a. Assessment Process:** Describe the planned assessment process. **[Narrative, 5000 characters]**

GUIDANCE: Descriptions should also include improvements to the process made since the previous year including any new processes to increase efficiency or consistency of assessments.

The State implemented a web-based Smartsheet application. Standards were input into Smartsheet. Eligible entities are required to attach documents to verify standards are met. A review of the Smartsheet is conducted by the State and the State Association. A letter is sent by the State to entity to list the standards not met, and a date given for the entity to respond with documentation to meet standards. If the entity has not met standards after second review, additional T&TA will be provided. A TAP will be issued after 90 days, if entity has not met standards following T&TA.

- 6.4. Eligible Entity Exemptions:** Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? ☐ Yes ☒ No

GUIDANCE: The following question will only need to be answered based on your response to 6.4.

- 6.4 a.** Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each

exemption. Total Number of Exempt Entities: [0]

CSBG Eligible Entity	Exemption Provided	Description/Justification
[Narrative, 150 characters]	[Select Yes or No]	[If Yes is selected, provide a narrative, 2500 characters]
ADD a ROW function Note: Rows will be able to be added for each additional exception.		

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period. [Insert a percentage] **Year One 50 % Year Two _____**

Note: Item 6.5. is associated with State Accountability Measures 6Sa and pre-populate the Annual Report, Module 1, Table D.2.

GUIDANCE: Prior to setting the target, states should review [IM 138](#), review previous performance, and collaborate with the eligible entities and state association in identifying targets.

SECTION 7

State Use of Funds

Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

7.1. Formula: Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities. **[Check one and narrative where applicable]**

- ☐ Historic
- ☐ Base + Formula
- ☒ Formula Alone
- ☐ Formula with Variables
- ☐ Hold Harmless + Formula
- ☐ Other

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities. **[Narrative, 5000 characters]**

The State allocates CSBG funds by the following formula: Using the latest Census data, the number of persons in poverty by county is divided by the state total of persons in poverty to get a percentage for each county. The percentage is multiplied by the "90 percent of the total state allocation" to determine the amount of funds for each county. Each eligible entity receives the amount of funds for the counties it serves.

7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities? ☐ Yes ☒ No

7.2. Planned Allocation: Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than 90 percent funds" as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

Year One 90% Year Two _____%

Planned CSBG 90 Percent Funds – Year One	
CSBG Eligible Entity	Funding Amount \$
Pre-populates from the CSBG Eligible Entity Master List	Enter the dollar amount for each eligible entity for the first FFY covered by this plan
Total	Auto-calculated

Please see Tentative Allocation attachment.

Planned CSBG 90 Percent Funds – Year Two	
CSBG Eligible Entity	Funding Amount \$
Pre-populates from the CSBG Eligible Entity Master List	Enter the dollar amount for each eligible entity for the second FFY covered by this plan
Total	Auto-calculated

Note: This information pre-populates the state's Annual Report, Module 1, Table E.2.

See attachment for eligible entity list and allocations

- 7.3. Distribution Process:** Describe the specific steps in the state’s process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission). **[Narrative, 5000 characters]**

The Division of Community Services sends NOFAs to the eligible entities, usually the first week of July. The eligible entities submit subgrants to DCS within 60 days after the date of the NOFA. The procurement and program staff review the subgrants for errors/additional information. After the reviews, the subgrants are passed to the Office of Monitoring and Attorney General’s Office for signature approval. The subgrants are then submitted to the Executive Director’s Office (EDO) for final approval. The EDO requires all subgrants be submitted 30 days prior to the effective dates. Immediately after EDO approval, the procurement staff packages and distributes the subgrants to eligible entities, DCS staff, and supporting divisions. The program year is from January through December. Entities have current year funds until the start of the new program year.

- 7.4. Distribution Timeframe:** Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? ☐ Yes ☒ No

7.4a. Distribution Consistency: If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.
[Narrative, 5000 Characters]

The Division of Community Services sends NOFAs to the eligible entities. The eligible entities submit subgrants to DCS within 60 days after the date of the NOFA. The procurement and program staff review the subgrants for errors/additional information. After the reviews, the subgrants are passed to the Office of Monitoring and Attorney General’s Office for signature approval. The subgrants are then submitted to the Executive Director’s Office (EDO) for final approval. The EDO requires all subgrants be submitted 30 days prior to the effective dates. Immediately after EDO approval, the procurement staff packages and distributes the subgrants to eligible entities, DCS staff, and supporting divisions. Subgrantees are now able to request funds to operate their programs. The subgrants have an effective date of January 1- December 31 of each year, so funds from prior year are available.

Note: Item 7.4 is associated with State Accountability Measure 2Sa and may pre-populate the state’s annual report form.

- 7.5. Performance Management Adjustment:** Describe the state’s strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail.
[Narrative, 5000 Characters]

Note: This information is associated with State Accountability Measure 2Sb and may pre-populate the state’s annual report form.

The State will revise the CSBG Policy Manual for FFY 2020. We will conduct focus groups with the entities to get input, and later train all entities on the new policy. The State will update the public hearing process of getting the state plan to the Secretary of State's office no later than 30 days before the public hearing.

Administrative Funds [Section 675C(b)(2) of the CSBG Act]

- 7.6. Allocated Funds:** Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State Plan.

Year One 5% **Year Two** _____% **[Numeric response, specify %]**

Note: This information pre-populates the state’s Annual Report, Module 1, Table E.4.

- 7.7. State Staff:** Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan.

Year One 2 **Year Two** _____ **[Numeric response, 0.00 – 99.99]**

- 7.8. State FTEs:** Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan?

Year One 2 **Year Two** _____ **[Numeric response, 0.00 – 99.99]**

Use of Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]

- 7.9. Remainder/Discretionary Funds Use:** Does the state have remainder/discretionary funds, as described in Section 675C(b) of the CSBG Act? ☒ Yes ☐ No

GUIDANCE: “No” should only be selected if the percentages provided under 7.2. and 7.6. equal to 100%.

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. **Year One** 5% **Year Two** _____%

Note: This response will link to the corresponding assurance, Item 14.2.

Instructional Note: The assurance under 676(b)(2) of the Act (Item 14.2 of this State Plan) specifically requires a description of how the state intends to use remainder/discretionary funds to “support innovative community and neighborhood-based initiatives related to the purposes of [the CSBG Act].” Include this description in Item 7.9f of the table below and/or attach the information.

If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. – 7.9c. If allocation is not possible, the state may allocate the funds to the main category with which the activity is associated.

Note: This information is associated with State Accountability Measures 3Sa and pre-

populates the Annual Report, Module 1, Table E.7.

Use of Remainder/Discretionary Funds – Year One		
Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/technical assistance to eligible entities	\$236,900 (42%)	These planned services/activities will be described in State Plan Item 8.1 [Read Only]
7.9b. Coordination of State-operated programs and/or local programs		These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read Only]
7.9c. Statewide coordination and communication among eligible entities	\$78,973 (14%)	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read Only]
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need		Enter either a planned \$ for each item listed for the first FFY that this plan covers.
7.9e. Asset-building programs	[Narrative, 5000 characters]	
7.9f. Innovation programs/activities by eligible entities or other neighborhood group	[Narrative, 5000 characters]	
7.9g. State charity tax credits	Describe here. [Narrative, 5000 characters]	
7.9h. Other activities [Specify under Column 4]	\$196,000 (34%)	[Narrative, 5000 characters]
	\$56,875 (10%)	Specify the other activities funded through discretionary funds here. [Narrative, 5000 characters]
Totals	\$568,748	

Use of Remainder/Discretionary Funds – Year Two (as applicable)		
Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/technical assistance to eligible entities	Enter either a planned \$ or % for each item listed for the first FFY that this plan covers.	These planned services/activities will be described in State Plan Item 8.1 [Read Only]
7.9b. Coordination of State-operated programs and/or local programs		These planned services/activities will be described in State Plan section 9, State Linkages and Communication [Read Only]
7.9c. Statewide coordination and communication among eligible entities		These planned services/activities will be described in State Plan section 9, State Linkages and Communication [Read Only]
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need		[Narrative, 5000 characters]
7.9e. Asset-building programs		[Narrative, 5000 characters]
7.9f. Innovation programs/activities by eligible entities or other neighborhood group		Describe here. [Narrative, 5000 characters]
7.9g. State charity tax credits		[Narrative, 5000 characters]
7.9h. Other activities [Specify under Column 4]		Specify the other activities funded through discretionary funds here. [Narrative, 2500 characters]
Totals	Auto-calculated	

GUIDANCE: If the percentages provided under 7.2. and 7.6. do not equal 100%, the remaining percentage should be reported under 7.9. If the state does not have any remainder/discretionary fund activities (as listed in 7.9a. – 7.9g.), the remainder should be described in 7.9h.

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the state plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in Table 7.9. **[Check all that apply and narrative where applicable]**

- ☐ The state directly carries out all activities (No Partnerships)
- ☐ The state does not have remainder/discretionary funds
- ☒ The state partially carries out some activities
- ☒ CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) **[Numeric response, 0 – 100]**
- ☐ Other community-based organizations
- ☒ State Community Action association
- ☐ Regional CSBG technical assistance provider(s)
- ☒ National technical assistance provider(s)
- ☒ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other **[Narrative, 2500 characters]**

Note: This response will link to the corresponding CSBG assurance in Item 14.2.

- 7.11. Performance Management Adjustment:** Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.
[Narrative, 5000 Characters]

Note: This information is associated with State Accountability Measures 3Sb, and may pre-populate the state's annual report form.

The State will use discretionary funds to conduct board training for entities. The State will secure a consultant to conduct independent reviews of the boards of directors for four entities, annually, to assess what the training needs are.

SECTION 8

State Training and Technical Assistance

8.1. Training and Technical Assistance Plan: Describe the state’s plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic. (CSBG funding used for this activity is referenced under item 7.9a., Use of Remainder/Discretionary Funds.)

Note: This information is associated with State Accountability Measure 3Sc and pre-populates the Annual Report, Module 1, Table F.1.

GUIDANCE: Table 8.1. should only include the trainings that are being paid for using state discretionary training and technical assistance funds as noted under 7.9a.

Training and Technical Assistance – Year One			
Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
Dropdown Options: <ul style="list-style-type: none"> FY1 Q1 FY1 Q2 FY1 Q3 FY1 Q4 Ongoing/Multiple Quarters All quarters 	Toggle Options: <ul style="list-style-type: none"> Training Technical Assistance Both 	Dropdown Options: <ul style="list-style-type: none"> Fiscal Governance/Tripartite Boards Organizational Standards – General Organizational Standards – for eligible entities with unmet TAPs or QIPs Correcting Significant Deficiencies Among Eligible Entities Reporting ROMA Community Assessment Strategic Planning Monitoring Communication Technology Other 	If other is selected in column 3, describe in this column
[Select one dropdown per row]	[Select one dropdown per row]	[Select one dropdown per row]	[Narrative, 500 characters]
1. FY1-Q1	Training	Organizational Standards - General	
2. FY1-Q1	Training	Reporting	
3. FY1-Q1	Training	Community Assessment	
4. FY1-Q3	Training	Governance/Tripartite Boards	
5. FY1-Q1	Training	Technology	

ADD A ROW function Note: Rows will be able to be added for each additional training

entity in meeting the standard(s).

8.2 a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. **[Narrative, 2500 characters]**

T&TA will be provided by the State and the State Association to assist entities in correcting deficiencies before a TAP is issued. The State will develop a TAP for entities experiencing challenges in meeting the organizational standards, and require a response within 30 days of the date of the TAP.

8.3. Training and Technical Assistance Organizations: Indicate the types of organizations through which the state plans to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.) **[Check all that applies and narrative where applicable]**

☒ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) **[Numeric response, 0 – 100] 6**

☐ Other community-based organizations

☒ State Community Action Association

☐ Regional CSBG technical assistance provider(s)

☒ National technical assistance provider(s)

☒ Individual consultant(s)

☐ Tribes and Tribal Organizations

☐ Other **[Narrative, 1000 characters]**

8.4. Performance Management Adjustment: Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. **[Narrative, 2500 Characters]**

Note: This information is associated with State Accountability Measures 3Sd and may pre-populate the state's annual report form.

Based on the state's performance with the Organizational Standards, the technical assistance plan will focus on providing additional training to entities meeting between 70 and 89 percent of the standards. The State will continue to work with the state association to conduct the reviews of the standards.

SECTION 9

State Linkages and Communication

Note: This section describes activities that the state may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The state may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(b) and (c).

- 9.1. State Linkages and Coordination at the State Level:** Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed. **[Check all that apply from the list below and provide a Narrative, 5000 Characters]**

Note: This response will link to the corresponding CSBG assurance, Item 14.5. In addition, this information is associated with State Accountability Measure 7Sa and pre-populates the Annual Report, Module 1, Item G.1.

- ☒ State Low Income Home Energy Assistance Program (LIHEAP) office
- ☒ State Weatherization office
- ☒ State Temporary Assistance for Needy Families (TANF) office
- ☐ State Head Start office
- ☐ State public health office
- ☐ State education department
- ☒ State Workforce Innovation and Opportunity Act (WIOA) agency
- ☒ State budget office
- ☒ Supplemental Nutrition Assistance Program (SNAP)
- ☐ State child welfare office
- ☐ State housing office
- ☒ Other The State has been working for several years towards a multi-generational approach to address the barriers associated with poverty based on a focus of working with the whole family. In collaboration with the Food and Nutrition Services and the U.S. Department of Labor, the Gen+ program has been implemented for the purpose of increasing the number of families becoming self-sufficient. The State has established working relationships with Dept. of Medicaid, Rehabilitation Services, Workforce Development, and internal department programs such as SNAP, Aging Programs, Youth Services, Child Support, TANF, etc. to address needs of the family. IRS, Energy Vendors, United Way, Salvation Army are other partnerships that the State maintains.

- 9.2. State Linkages and Coordination at the Local Level:** Describe the linkages and coordination at the local level that the state intends to create or maintain with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by assurances under Section 676(b)(5) – (6)). **[Narrative, 5000 Characters]**

Note: This response will link to the corresponding CSBG assurances, Items 14.5 and 14.6, and pre-populates the Annual Report, Module 1, Item G.2.

Through the MDHS Gen+ project, low-income families are assessed and referred to other DHS programs and local programs. Entities are required to develop partnerships and pool resources with social service providers, local organizations, religious organizations to increase support and opportunities for low-income families and communities, and to avoid duplication of services. In order to fully address the needs of families and to evaluate the outcome of their work, entities must follow up with families to ensure services were provided by the organizations they were referred to.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination: Describe how the state will assure that eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)). **[Narrative, 5000 Characters]**

Note: This response will link to the corresponding CSBG assurance, Item 14.5. and pre-populates the Annual Report, Module 1, Item G.3a.

The State requires eligible entities to submit documentation on their partnerships with other service providers and organizations as part of their community action plan in their subgrants for funding. Eligible entities link families to resources within the entity and within the community. Outcomes from these linkages are reported as part of their NPIs.

9.3b. State Assurance of Eligible Entity Linkages to Fill Service Gaps: Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act. **[Narrative, 5000 Characters]**

Note: This response will link to the corresponding CSBG assurance, Item 14.3b. and pre-populates the Annual Report, Module 1, Item G.3b.

Eligible entities are required as part of their community action plan to develop partnerships with local and state social service providers, religious organizations, local governments to fill gaps in the services the entity cannot provide. Referrals are made and follow up is done to ensure services were delivered. The State assures this requirement by requiring entities to submit a list of the local and other partnerships to fill gaps in their service delivery, as part of their annual subgrant for funding.

9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training

Activities: Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?
___ Yes X No

Note: This response will link to the corresponding CSBG assurance, Item 14.5.

9.4a. WIOA Combined Plan: If the state selected yes under Item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based

organizations as part of a community antipoverty strategy. **[Narrative, 5000 Characters]**

- 9.4b. Employment and Training Activities:** If the state selected no under Item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system. **[Narrative, 5000 Characters]**

MDHS has a Division of Workforce Development which participates in the statewide WIOA employment and training activities. Eligible entities coordinate their CSBG employment and training activities with the local WIOA.

- 9.5. Emergency Energy Crisis Intervention:** Describe how the State will assure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the State, as required by the assurance under Section 676(b)(6) of the CSBG Act). **[Narrative, 5000 Characters]**

Note: This response will link to the corresponding CSBG assurance, Item 14.6.

The Low-Income Home Energy Assistance Program (LIHEAP) is administered by eligible entities. They are required as part of the community action plan to coordinate LIHEAP services as part of a case plan for low-income families. Entities are required to work with local energy providers to resolve crisis situations, provide energy saving materials, and conduct energy conservation workshops. The State allocates a percentage of discretionary funds for federal or state-declared disasters to provide emergency services. See Crisis and Emergency Assistance Attachment.

- 9.6. Faith-based Organizations, Charitable Groups, Community Organizations:** Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state's assurance under Section 676(b)(9) of the CSBG Act. **[Narrative, 5000 characters]**

Note: this response will link to the corresponding assurance, Item 14.9

The State requires eligible entities to submit documentation on their partnerships with other service providers and organizations, including faith-based, charitable and community organizations as part of their community action plan in their subgrants for funding. The documentation addresses referrals to and from each partner, and the services to be provided by the entity and the partner. Many of these organizations are represented on the eligible entity's board of directors.

- 9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:** Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of

the CSBG Act. [Narrative, 5000 Characters]

Note: This response will link to the corresponding assurance, Item 14.3c.

Eligible entities use their CSBG funds to leverage additional public and private resources, which assist with achieving outcomes within the framework of the national goals. CSBG resources are used to support the infrastructure of the entities to include sound governance, fiscal, programmatic, and personnel management. This results in greater accountability and capacity, thus enabling entities to leverage public and private resources through their community outreach and partnerships. As reported in the 2017 Leveraging Report, eligible entities leveraged \$2,105,792.43.

9.8. Coordination among Eligible Entities and State Community Action Association:

Describe state activities for supporting coordination among the eligible entities and the State Community Action Association. **[Narrative, 5000 Characters]**

Note: This information will pre-populate the Annual Report, Module 1, Item G.5.

In FFY 2020, a percentage of CSBG discretionary funds will be contracted to the State Association to support training and technical assistance needs of the eligible entities, quality improvement, and other state-wide initiatives. The State meets with the State Association on a regular basis to discuss program requirements and updates. The State Association convenes an annual conference in which the State partners and provide training based on the topics outlined in the CSBG T&TA Plan.

9.9. Communication with Eligible Entities and the State Community Action Association: In the table below, detail how the state intends to communicate with eligible entities, the State Community Action Association, and other partners identified under this State Plan on the topics listed below.

For any topic that is not applicable, select *Not Applicable* under Expected Frequency.

Communication Plan			
Subject Matter	Expected Frequency	Format	Brief Description of “Other”
Upcoming Public and/or Legislative Hearings	[Dropdown Options: <ul style="list-style-type: none">• Daily• Weekly• Twice-Monthly• Monthly• Quarterly• Semi-Annually• Annually• Biannual• Triennial• As needed• Upon Request• Not Applicable]	[Select All That Apply: <ul style="list-style-type: none">• Newsletters• Mailing• Meetings/Presentations• Blog• Email• Website• Social Media• Webinar• 1:1• Phone Calls• Public Notice• Letters/Hard Copies	If “Other” is selected in Columns 3, describe in this column.
State Plan Development			
Organizational Standards Progress			
State Accountability Measures Progress			
Community Needs Assessments/Community Action Plans			
State Monitoring Plans and Policies			
Training and Technical Assistance (T/TA) Plans			
			[Narrative, 250 characters]

ROMA and Performance Management		• Other]	
State Interagency Coordination			
CSBG Legislative/Programmatic Updates			
Tripartite Board Requirements			
ADD A ROW function Note: Rows will be able to be added for each additional training			

9.10. Feedback to Eligible Entities and State Community Action Association: Describe how the state will provide information to local entities and State Community Action Associations regarding performance on State Accountability Measures. **[Narrative, 5000 Characters]**

Note: This information is associated with State Accountability Measure 5S(iii) and will pre-populate the Annual Report, Module 1, Item G.6.

GUIDANCE: Under this question, include how the state will provide information to local entities and state associations within 60 days of receiving feedback from OCS.

Communication by letter or memo will be sent to eligible entities and the State Association regarding performance on the State Accountability Measures. Entities will be asked to respond within 30 days. Emails, phone calls, and one-on-one consultations are conducted as needed.

9.11. Performance Management Adjustment: Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. **[Narrative, 5000 Characters]**

Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state's annual report form.

The State will conduct focus groups with the entities to address issues, policy, and training needs of the entities. A report will be sent to all entities for comment before final adjustments are made. The State is currently upgrading the Virtual ROMA system, due to be completed in 2020, which will allow for more electronic communication to and from the State. Smartsheet and Virtual ROMA (current system) are used to provide information and communication to the entities, and they can provide feedback as well.

SECTION 10

Monitoring, Corrective Action, and Fiscal Controls

Monitoring of Eligible Entities (Section 678B(a) of the CSBG Act)

- 10.1.** Specify the proposed schedule for planned monitoring visits including: full on-site reviews; on- site reviews of newly designated entities; follow-up reviews – including return visits to entities that failed to meet state goals, standards, and requirements; and other reviews as appropriate.

This is an estimated schedule to assist states in planning. States may indicate “no review” for entities the state does not plan to monitor in the performance period.

Note: This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module 1, Table H.1.

GUIDANCE: Monitoring that is specific to organizational standards should be referenced within Section 6, Item 6.3a.

Monitoring Schedule – Year One						
CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
Narrative, 150 characters	[Dropdown Options: • Full On-Site • Newly Designated • Follow-up • Other • No Review]	[Dropdown Options: • Onsite Review • Desk Review]	[Dropdown Options: • FY1 Q1 • FY1 Q2 • FY1 Q3 • FY1 Q4]	See attachment	See attachment	If “Other” is selected in Column 2, describe in this column [Narrative, 500 characters]

Monitoring Schedule – Year Two						
CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
This column will auto-populate from the CSBG Eligible Entity Master List	[Dropdown Options: <ul style="list-style-type: none"> • Full On-Site • Newly Designated • Follow-up • Other • No Review] 	[Dropdown Options: <ul style="list-style-type: none"> • Onsite Review • Desk Review] 	[Dropdown Options: <ul style="list-style-type: none"> • FY2 Q1 • FY2 Q2 • FY2 Q3 • FY2 Q4] 	Select a Date	Select a Date	If “Other” is selected in Column 2, describe in this column [Narrative, 500 characters]

GUIDANCE: Comprehensive training is one that includes a review of program, administrative, fiscal and organizational standards.

If you are monitoring an entity as a follow up to an issue with another program this can be listed under “Other.”

When providing the date of your last full onsite review – this could be for any type of review that took place onsite. No dates for desk reviews should be provided here.

10.2. Monitoring Policies: Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink. **[Attach a document or add a link]**

See Attachment – Fiscal Monitoring and Compliance Monitoring

10.3. Initial Monitoring Reports: According to the state’s procedures, by how many calendar days must the state disseminate initial monitoring reports to local entities? **30 days**

Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the state’s annual report form.

Corrective Action, Termination and Reduction of Funding and Assurance Requirements (Section 678C of the Act)

10.4. Closing Findings: Are state procedures for addressing eligible entity findings/deficiencies, and the documenting closure of findings included in the state monitoring protocols attached above? ☒ Yes ☐ No

10.4a. Closing Findings Procedures: If no, describe state procedures for addressing eligible entity findings/deficiencies, and the documenting closure of findings.
[Narrative, 2500 characters]

10.5. Quality Improvement Plans (QIPs): Provide the number of eligible entities currently on QIPs, if applicable. **0**

Note: The QIP information is associated with State Accountability Measures 4Sc.

10.6. Reporting of QIPs: Describe the state’s process for reporting eligible entities on QIPs to

the Office of Community Services within 30 calendar days of the state approving a QIP?

The State will notify the Office of Community Services of serious deficiencies of an eligible entity. A report will be given to OCS monthly as to the actions and technical assistance provided by the State. If a QIP is requested from an eligible entity, OCS will be notified in writing of the QIP, a copy of the QIP, the due date, and the State's approval or denial of the QIP within 30 days.

Note: This item is associated with State Accountability Measure 4Sa(iii)).

- 10.7. Assurance on Funding Reduction or Termination:** The state assure that "any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)" per Section 676(b)(8) of the CSBG Act. ☒ Yes ☐ No

Note: This response will link with the corresponding assurance under item 14.8.

Policies on Eligible Entity Designation, De-designation, and Re-designation

- 10.8. Eligible Entity Designation:** Do the state CSBG statute and/or regulations provide for the designation of new eligible entities? ☐ Yes ☒ No

10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation. **[Narrative, 2500 Characters]**

10.8 b. New Designation Procedures: If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public.

The State will conduct a public hearing, after giving public notice of its intention to designate an agency. The public hearing shall include an evaluation of the administrative and programmatic capabilities of the agency or agencies under consideration for designation as the community action agency for the area. The State will submit its recommendation to the Governor's Office for designation. Special consideration will be given to any community action agency currently receiving CSBG funds and is contiguously located to the un-served service area. If no such agency exists, or if a geographic area of the state is not being served by an eligible entity, the Governor of the State of Mississippi may solicit applications from and designate as a community action agency: 1. A private non-profit organization that is geographically located in the un-served area, that is capable of providing a broad range of services to eliminate poverty and promote self-sufficiency, and that meets the requirements of the CSBG Act; 2. A private non-profit eligible entity that is geographically located contiguous to or within close proximity of the un-served area; 3. A private organization must comply with the tripartite board requirements, and submit to the State, a copy of its board of directors. 4. The board(s) of supervisors for the un-served area must approve a resolution to designate the organization as the community action agency for the

county.

- 10.9. Eligible Entity Termination:** Do state CSBG statute and/or regulations provide for termination of eligible entities? ☐ Yes ☒ No

10.9 a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation.
[Narrative, 2500 characters]

10.9 b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public.

In accordance with the CSBG Act, States must assure that any eligible entity that received funding in the previous year through CSBG, will not have its funding terminated or reduced below the proportional share the entity received in the previous fiscal year, unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination such reduction. Under Section 676C of the CSBG Act, "cause" is defined as: 1. A statewide re-distribution of funds due to : a. Results of the most recently available census data or other appropriate data; b. The designation of a new eligible entity; c. Severe economic dislocation. 2. Failure of the entity to fulfill its obligations under the CSBG subgrant agreement; 3. Ineffective or improper use of funds provided under the CSBG subgrant agreement; 4. Failure to provide assurance that the entity board will comply with the tripartite board requirements; 5. Voluntary relinquishment of the CSBG grant. If the State determines the entity has a specific deficiency, the State must notify the entity in writing of the deficiency, and require the entity to correct the deficiency. The State must offer technical assistance, if appropriate, to the entity to correct the deficiency. The State will notify the Office of Community Services through a written report of the entity's deficiencies and the technical assistance provided by the State. If the State determines that technical assistance is not appropriate, OCS must still be notified. Examples of situations where technical assistance is not appropriate include but are not limited to: 1. A deficiency for which the State has previously provided technical assistance and the entity has failed to correct deficiency; 2. Multiple, widespread, and/or repeated deficiencies that cannot be addressed through technical assistance; 3. A deficiency that involves fraudulent reporting or use of funds, or other criminal activity. Section 678C(a)(4) of the CSBG Act gives states the discretion in the implementation of a Quality Improvement Plan (QIP) by an eligible entity to address deficiencies. If the State determines an entity should be allowed to submit a QIP, the entity has 60 days to develop and implement its plan to correct deficiency. The entity must, however, submit the QIP to the State within 30 days of being notified of the deficiency. The State will review the QIP and issue a decision on whether to approve the QIP within 30 days of its receipt. If the State does not accept the QIP, the State must notify the entity of the reasons why the QIP cannot be approved. The State may issue a letter of intent to terminate or reduce funding. The entity may submit a request for a hearing within 30 calendar days of the State's letter to terminate or reduce funding. Upon receipt of entity's request for

a hearing, the State must schedule an Administrative Hearing within 30 business days. If the State finds cause for termination or the reduction of funding, the State may begin process. The State must notify the entity and OCS in writing. The entity may request in writing, a federal review by the Secretary of DHHS of the State's decision to terminate or reduce funding, within 30 calendar days of the State's notification. If a request for a federal review has been made, the State may not terminate or reduce funding until DHHS responds to the request. DHHS has 90 days to complete its review. If no request for a federal review is made within the 30 day timeframe, the decision of the State is final. If the federal review is not completed within its 90 days, the decision of the State is final. If an eligible entity is terminated or relinquishes its grant, the State must provide in writing a closeout process to assist the entity in closing out the grant. The State will provide monthly reports to OCS during the entire process.

10.10. Eligible Entity Re-Designation: Do the state CSBG statute and/or regulations provide for re-designation of an existing eligible entity? ☐ Yes ☒ No

10.10 a. Re-Designation Citation: If yes, provide the citation(s) of the law and/or regulation. **[Narrative, 2500 Characters]**

10.10b. Re-Designation Procedures: If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public.

The State will conduct a public hearing, after giving public notice of its intention to designate an agency. The public hearing shall include an evaluation of the administrative and programmatic capabilities of the agency or agencies under consideration for designation as the community action agency for the area. The State will submit its recommendation to the Governor's Office for designation. Special consideration will be given to any community action agency currently receiving CSBG funds and is contiguously located to the un-served service area. If no such agency exists, or if a geographic area of the state is not being served by an eligible entity, the Governor of the State of Mississippi may solicit applications from and designate as a community action agency: 1. A private non-profit organization that is geographically located in the un-served area, that is capable of providing a broad range of services to eliminate poverty and promote self-sufficiency, and that meets the requirements of the CSBG Act; 2. A private non-profit eligible entity that is geographically located contiguous to or within close proximity of the un-served area; 3. A private organization must comply with the tripartite board requirements, and submit to the State, a copy of its board of directors. 4. The board(s) of supervisors for the un-served area must approve a resolution to designate the organization as the community action agency for the county.

GUIDANCE: Re-designation implies that an entity that is already designated/receiving funds is now performing the duties and receiving funds that were previously designated to another entity, in addition to the funding that they are already receiving. This is different from a merger as an entity is not absorbing another entity. This re-designation may be permanent (**requires a formula redistribution**) or temporary while the state has officially designated a new entity and has completed a formula redistribution. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

Fiscal Controls and Audits and Cooperation Assurance

10.11. Fiscal Controls and Accounting: Describe how the state's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

The State requires eligible entities requesting CSBG funds to submit Monthly Cost Worksheets in Smartsheet application. These worksheets show expenditures such as Case Management, Supportive Services, and Administration (as well as by cost category and line items). Entities are required to submit Claim Support Forms based on current needs. These forms are processed in the MDHS-Division of Budgets and Accounting, Office of Procurement Services. The SF-425 Federal Financial Reports are processed in this division also. Documentation from the Virtual ROMA system is required to support program costs shown on Cost Worksheets and Claim Forms as a means to adhere to mandates by the Division of Program Integrity, Office of Monitoring to monitor costs reported for the month. Procedural manuals are in place which covers financial and accounting rules and regulations which entities must comply with. To further account for CSBG funds, 16 of the 17 entities use the same accounting software, GMS, which has a tracking component in Virtual ROMA.

Entities are required to have and submit an annual audit performed by an independent Certified Public Accountant. The State complies with the Single Audit Act requirement.

Entity subgrants are monitored annual by the Division of Program Integrity. Periodic visits may be conducted by the Division of Community Services.

10.12. Single Audit Management Decisions: Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

Note: This information is associated with State Accountability Measure 4Sd.

The Director of Monitoring and the Supervisor of Single Audit Findings review audit

findings, and forward them to the Division of Community Services and the Monitoring Supervisor. Audit findings are placed on a spreadsheet and addressed during monitoring visits with the entity and addressed on the monitoring report.

- 10.13. Assurance on Federal Investigations:** The state will “permit and cooperate with Federal investigations undertaken in accordance with Section 678D” of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. ☒ Yes ☐ No

Note: This response will link with the corresponding assurance, Item 14.7

- 10.14. Performance Management Adjustment:** Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the state’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This item is associated with State Accountability Measure 4Sb and may pre-populate the state’s annual report form.

The Division of Community Services will conduct desk reviews of entities and T&TA visits (up to 5 entities annually) to identify potential problems before entities are monitored by the Division of Monitoring. If the entity has findings, the Division of Community Services will assist with resolution of the finding, and possibly use this in state training for all entities.

SECTION 11

Eligible Entity Tripartite Board

- 11.1. Tripartite Board Verification:** Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B of the CSBG Act. **[Check all that applies and narrative where applicable]**

- X Attend Board meetings
- X Organizational Standards Assessment
- ☐ Monitoring
- X Review copies of Board meeting minutes
- X Track Board vacancies/composition
- X Other **[Narrative, 2500 characters]** Provide Board training

- 11.2. Tripartite Board Updates:** Provide how often the state requires eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc. **[Select one and narrative where applicable]**

- ☐ Annually
- ☐ Semiannually
- ☐ Quarterly
- X Monthly
- ☐ As It Occurs
- ☐ Other **[Narrative, 2500 characters]**

- 11.3. Tripartite Board Representation Assurance:** Describe how the states will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act. **[Narrative, 2500 Characters]**

Note: This response will link with the corresponding assurance, Item 14.10.

The State has a Board Policy in place to ensure this requirement. The Board Policy is given to all entities and the State conducts reviews of eligible entity bylaws to ensure bylaws have policies for tripartite board representation.

- 11.4. Tripartite Board Alternative Representation:** Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act? ☐ Yes ☒ No

11.4a. If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board. **[Narrative, 2500 Characters]**

Section 12

Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. **[Select one item below and numeric response where applicable.]**

☒ 125% of the HHS poverty line

☐ X % of the HHS poverty line (fill in the threshold): _____% **[Numeric response]**

☐ Varies by eligible entity **[Narrative, 5000 characters]**

GUIDANCE: Under *Varies by eligible entity*, provide the threshold and the reason that it varies by entity.

12.1a. Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition. **[Narrative, 5000 Characters]**

Individuals requesting assistance must complete an application to determine eligibility. The application process involves a case management approach. This approach is an interaction between the client and a caseworker. The caseworker obtains vital information about the social and economic conditions of the household to identify needs. It also helps to identify households that are at risk or in crisis, so that a service plan can be developed to assist household to become stable and self-sufficient. Elderly and disabled individuals are not required to participate in case management. Applications are entered into the Virtual ROMA system which determines income eligibility.

12.2. Income Eligibility for General/Short Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance. **[Narrative, 5000 Characters]**

Eligible entities provide referral and outreach to communities that are known to be low-income. Low-income families are notified so that documentation of their eligibility is in the Virtual ROMA system.

12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for those services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations). **[Narrative, 5000 Characters]**

Eligible entities ask for participation and partnership from other service providers and organizations that provide services to low-income communities. Low-income families are invited to participate in these meetings and events.

SECTION 13

Results Oriented Management and Accountability (ROMA) System

- 13.1. Performance Measurement System:** Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act. **[Select one]**

Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module 1, Item I.1.

- ☒ The Results Oriented Management and Accountability (ROMA) System
- ☐ Another performance management system that meets the requirements of Section 678E(b) of the CSBG Act
- ☐ An alternative system for measuring performance and results

- 13.1a. ROMA Description:** If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA. **[Narrative, 5000 characters]**

The State requires entities as part of their annual subgrant for funding to submit logic models and NPIs which follow the ROMA process. Guidance is provided in the NOFA package sent to entities.

- 13.1b. Alternative System Description:** If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement. **[Narrative, 5000 characters]**

- 13.2. Outcome Measures:** Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act. **[Select one and Narrative, 5000 characters]**

Note: This response will also link to the corresponding assurance, Item 14.12.

- ☒ CSBG National Performance Indicators (NPIs)
- ☐ NPIs and others
- ☐ Others

The State requires eligible entities to address the NPIs in their community action plans. Performance in meeting these goals will be evaluated monthly by the State.

- 13.3. Eligible Entity Support:** Describe how the state supports the eligible entities in using ROMA or an alternative performance management system. **[Narrative, 5000 characters]**

Note: The activities described under Item 13.3 may include activities listed in "Section 8: Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, Item 14.12.

Eligible entities utilize ROMA as a framework for implementing case management and agency accountability. Virtual ROMA is the statewide data system used to capture data. The State provides T&TA on Virtual ROMA and ROMA goals. The State and the Association is working with entities to increase the number of certified ROMA trainers

and implementers. Currently the state has two (2) certified master trainers, eight (8) certified trainers, eleven (11) certified implementers, and ten (10) currently in Phase 3 of their designation.

- 13.4. Eligible Entity Use of Data:** Describe how the state plans to validate that the eligible entities are using data to improve service delivery. **[Narrative, 5000 characters]**

Note: This response will also link to the corresponding assurance, Item 14.12.

As part of the Notice of Funding Availability, the State requires eligible entities to conduct a Community Strengths and Needs Assessment. The data collected is used in their community action plans to specify what services the entity will provide to the low-income families for the program year. Entities can pull reports from the Virtual ROMA system on services provided and use this data to plan services for the next program year.

Community Action Plans and Needs Assessments

- 13.5. Community Action Plan:** Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act. **[Narrative, 5000 characters]**

Note: This response will link to the corresponding assurance, Item 14.11.

In accordance with the assurance in 676(b)(11) of the CSBG Act, the State will secure from each eligible entity, as part of its annual application and as a condition of a financial award, a community action plan which provides a description of services to be provided. The community action plan includes information from the Community Strengths and Needs Assessment (CSNA) for the communities served. The CSNA provides information from several aspects of the communities to include public, private and low-income sectors, partners, and other service providers. It provides for the ranking of services stated in the community action plan, and assists with the allocation of funds for different services.

- 13.6. Community Needs Assessment:** Describe how the state will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act. **[Narrative, 5000 characters]**

Note: This response will link to the corresponding assurance, Item 14.11.

The State requires eligible entities to conduct a CSNA annually as part of their community action plan. The community action plan must include:

- a. A description of the CSNA to determine the services to be provided based on the needs of the community.

- b. A description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability, and community revitalization.
- c. Through the use of logic models, the entity must state goals and objectives in measurable terms and projected in a timetable in which the goals and objectives will be accomplished.
- d. A description of how the entity will provide services during a disaster, on weekends, after hours, and during emergencies.
- e. An updated board of directors roster.

SECTION 14
CSBG Programmatic Assurances and Information Narrative
(Section 676(b) of the CSBG Act)

14.1. Use of Funds Supporting Local Activities

CSBG Services

14.1 a. 676(b)(1)(A) Describe how the state will assure “that funds made available through grant or allotment will be used –

- (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--
 - (i) to remove obstacles and solve problems that block the achievement of self- sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - (ii) to secure and retain meaningful employment;
 - (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
 - (iv) to make better use of available income;
 - (v) to obtain and maintain adequate housing and a suitable living environment;
 - (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
 - (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to –
 - (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
 - (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

MDHS-DCS ensures compliance with this assurance by making funds available to the sixteen (16) eligible entities. These entities use funds to support activities such as disaster assistance, job training, educational support, career development, volunteer

efforts, nutritional support, health education and access, tax preparation assistance, mentoring, parenting development, child care services, and other activities as needed for low-income families and individuals. A review of eligible entities program performance ensures these activities are accomplished and/or referred to other local and state providers. Program areas offered by entities include: Early childhood programs, economic development/education, emergency services, housing, income management, nutrition and health programs, independent living/aging programs, transportation, community improvement/quality of life programs, youth programs, and employment programs. Please see Crisis and Emergency Services attachment.

Needs of Youth

14.1b. 676(b)(1)(B) Describe how the state will assure “that funds made available through grant or allotment will be used –

- (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--
 - (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
 - (ii) after-school child care programs;

MDHS-DCS ensures compliance with this assurance by making funds available to eligible entities to conduct after school tutorial programs, summer programs, year round educational programs and activities, and summer reading programs for youth. These programs will promote educational excellence and youth development which prevents youth problems and crime. Support will be given to eligible families of the participants to ensure family needs are met through the case management process, and referrals made to other local providers.

Coordination of Other Programs

14.1c. 676(b)(1)(C) Describe how the state will assure “that funds made available through grant or allotment will be used –

- (C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts)

Through the MDHS Gen+ project, low-income families are assessed and referred to other

DHS programs and local programs. Entities are required to develop partnerships and pool resources with social service providers, local organizations, religious organizations to increase support and opportunities for low-income families and communities, and to avoid duplication of services. In order to fully address the needs of families and to evaluate the outcome of their work, entities must follow up with families to ensure services were provided by the organizations they were referred to. The State requires eligible entities to submit documentation on their partnerships with other service providers and organizations as part of their community action plan in their subgrants for funding. Eligible entities link families to resources within the entity and within the community.

State Use of Discretionary Funds

- 14.2. 676(b)(2)** Describe “how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the State will support innovative community and neighborhood-based initiatives related to the purposes of this subtitle.”

Note: the State describes this assurance under “State Use of Funds: Remainder/Discretionary,” items 7.9 and 7.10

[No response; links to items 7.9 and 7.10.]

Eligible Entity Service Delivery, Coordination, and Innovation

- 14.3. 676(b)(3)** “Based on information provided by eligible entities in the State, a description of...”

Eligible Entity Service Delivery System

- 14.3a. 676(b)(3)(A)** Describe “the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in communities within the State;”

The service delivery system used to deliver CSBG services is provided by eligible entities to meet identified needs of eligible families and communities, and to achieve outcomes based on the six national goals. Service delivery systems vary from entity to entity, just as the communities and people served. Commonalties to the service delivery system include:

- a. Community outreach to ensure awareness of opportunities for low-income people;
- b. Holistic, family-oriented approaches to assessing and addressing needs;
- c. Use of multiple and convenient access points for direct service delivery;
- d. Provision of multiple and wide-ranging services in order to address the causes and effects of poverty;

- e. Common, entity-wide consumer intake forms and processes and
- f. Use of community partnerships and referral processes to make the most of efficient use of available resources.

Eligible Entity Linkages – Approach to Filling Service Gaps

14.3b. 676(b)(3)(B) Describe “how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow up consultations.”

Note: The state describes this assurance in the State Linkages and Communication section, item 9.3b.

Eligible entities are required as part of their community action plan to develop partnerships with local and state social services providers, religious organizations, local governments to fill gaps in the services the entity cannot provide. Referrals are made and follow up is done to ensure services were delivered. The State assures this requirement by requiring entities to submit a list of the local and other partnerships to fill gaps in their service delivery, as part of their annual subgrant for funding.

Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”

Note: The state describes this assurance in the State Linkages and Communication section, item 9.7.

Eligible entities use their CSBG funds to leverage additional public and private resources, which assist with achieving outcomes within the framework of the national goals. CSBG resources are used to support the infrastructure of the entities to include sound governance, fiscal, programmatic, and personnel management. This results in greater accountability and capacity, thus enabling entities to leverage public and private resources through their community outreach and partnerships. As reported in the 2017 Leveraging Report, eligible entities leveraged \$2,105,792.43.

Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

14.3d. 676(b)(3)(D) Describe “how the local entity will use the funds [made available

under 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting.”

Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using state remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the state indicates funds allocated for these activities under item 7.9(f).

Eligible entities use funds to develop, implement, and support initiatives such as fatherhood, healthy marriage, and family development activities designed to enhance the quality of family life and strengthen families. Entities are encouraged to partner with other local or state service providers such as Families First Resource Centers to convene teen, fatherhood and parental summits and training as part of family development activities. These activities will facilitate dialogue and provide valuable data for entities to use in planning services and projects to address challenges expressed by the low-income population.

Eligible Entity Emergency Food and Nutrition Services

- 14.4. 676(b)(4)** Describe how the state will assure “that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.”

Eligible entities are required to partner with their local DHS Field Operations offices to refer clients for expedited SNAP benefits in emergency situations. If SNAP benefits cannot be provided that same day, entities must provide nutrition assistance by giving food vouchers to meet emergency nutritional needs. Entities are required to coordinate with local soup kitchens and food banks to meet emergency nutritional needs.

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

- 14.5. 676(b)(5)** Describe how the state will assure “that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act.”

Note: The state describes this assurance in the State Linkages and Communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.

[No response; links to items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b]

State Coordination/Linkages and Low-income Home Energy Assistance

- 14.6. 676(b)(6)** Provide “an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low- income home energy assistance) are conducted in such community.”

Note: The state describes this assurance in the State Linkages and Communication section, items 9.2 and 9.5.

[No response; links to 9.2 and 9.5]

Federal Investigations

- 14.7. 676(b)(7)** Provide “an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D.”

Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.

[No response; links to 10.13]

Funding Reduction or Termination

- 14.8. 676(b)(8)** Provide “an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b).”

Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.7.

[No response; links to 10.7]

Coordination with Faith-based Organizations, Charitable Groups, Community Organizations

- 14.9. 676(b)(9)** Describe how the state will assure “that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income

residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.”

Note: The state describes this assurance in the State Linkages and Communication, item 9.6.

[No response; links to 9.6]

Eligible Entity Tripartite Board Representation

14.10. 676(b)(10) Describe how “the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.”

Note: The state describes this assurance under Eligible Entity Tripartite Boards, item 11.3

The State has a Board Policy in place to ensure this requirement. The Board Policy is given to all entities and the State conducts reviews of eligible entity bylaws to ensure bylaws have policies for tripartite board representation.

Eligible Entity Community Action Plans and Community Needs Assessments

14.11. 676(b)(11) Provide “an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.”

[No response; links to items 13.5 and 13.6]

State and Eligible Entity Performance Measurement: ROMA or Alternate system

14.12. 676(b)(12) Provide “an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”

Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.

[No response; links to 13.1, 13.2, 13.3, and 13.4]

Validation for CSBG Eligible Entity Programmatic Narrative Sections

14.13. 676(b)(13) Provide “information describing how the State will carry out the assurances described in this section.”

Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.

[No response for this item]

X By checking this box, the state CSBG authorized official is certifying the assurances set out above.

SECTION 15

Federal Certifications

The box after each certification must be checked by the State CSBG authorized official.

15.1. Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

X By checking this box, the state CSBG authorized official is providing the certification set out above.

15.2. Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

- (1) By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
- (2) The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) For grantees other than individuals, Alternate I applies.
- (4) For grantees who are individuals, Alternate II applies.
- (5) Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (6) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (7) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
- (8) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of

sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code) **[Narrative, 2500 characters]**

☐ Check if there are workplaces on file that are not identified here. Alternate II. (Grantees Who Are Individuals)

- (a) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (b) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

X By checking this box, the state CSBG authorized official is providing the certification set out above.

15.3. Debarment

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - - Primary Covered Transactions

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- (2) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (3) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (4) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (5) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (6) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- (7) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and

Voluntary Exclusive-Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- (8) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (9) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (10) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - -

Primary Covered Transactions

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions

Instructions for Certification

- (1) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- (4) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

X By checking this box, the state CSBG authorized official is providing the certification set out above.

15.4. Environmental Tobacco Smoke

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

X By checking this box, the state CSBG authorized official is providing the certification set out above.

ATTACHMENTS

ATTACHMENT-LETTER OF DESIGNATION



PHIL BRYANT
GOVERNOR

August 8, 2019

Mr. Clarence H. Carter, Acting Director
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S. W., 5th Floor West
Washington, D. C. 20447

Dear Mr. Carter:

I hereby authorize Mr. Christopher Freeze, Executive Director of the Mississippi Department of Human Services (MDHS), to be the official signature authority for all funds appropriated to MDHS by the U.S. Department of Health and Human Services. In addition, I authorize Mr. Freeze to sign all assurances for the Community Services Block Grant (CSBG) and Low-Income Home Energy Assistance Program (LIHEAP) grant applications outlined in the respective statute, as amended. To comply with the LIHEAP statute, Mr. Freeze is duly authorized to certify that MDHS will comply with the 16 assurances contained in the LIHEAP Act, Title XXVI of the Omnibus Budget Reconciliation Act of 1981 as amended, in the administration and operation of its Low-Income Home Energy Assistance Program.

Should you need additional information, please contact Mr. Freeze at (601)359-4457 or P.O. Box 352, Jackson, Mississippi 39205.

Sincerely,


Phil Bryant
Governor

PB:CF:tr

cc: Mr. Christopher Freeze

STATE OF MISSISSIPPI • OFFICE OF THE GOVERNOR

POST OFFICE BOX 139 • JACKSON, MISSISSIPPI 39205 • TELEPHONE: (601) 359-3150 • FAX: (601) 359-3741 • www.governorbryant.com



STATE OF MISSISSIPPI
Phil Bryant, Governor
DEPARTMENT OF HUMAN SERVICES
Christopher Freeze
Executive Director

August 15, 2019

Mr. Clarence H. Carter, Acting Director
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S. W., 5th Floor West
Washington, D. C. 20447

Dear Mr. Carter:

I hereby authorize the Director of the Division of Community Services (DCS) of the Mississippi Department of Human Services (MDHS), to be the official designee of signature authority for all funds appropriated to MDHS-DCS by the U. S. Department of Health and Human Services for the On-Line Data Collection System (OLDC) purpose only. In addition, I authorize the Director of the Division of Community Services to sign all assurances for the Community Services Block Grant (CSBG) and Low-Income Home Energy Assistance Program (LIHEAP) grant applications outlined in the respective statute, as amended. To comply with the LIHEAP statute, the Director of the Division of Community Services is duly authorized to certify that MDHS will comply with the 16 assurances contained in the LIHEAP Act, Title XXVI of the Omnibus Budget Reconciliation Act of 1981 as amended, in the administration and operation of its Low-Income Home Energy Assistance Program.

The Director of the Division of Community Services, Ms. Tina Ruffin, will serve as the state liaison for the implementation of the Community Services Block Grant and the Low-Income Home Energy Assistance Programs. All routine correspondence from your office should be directed to Ms. Ruffin and you may contact her directly at P.O. Box 352, Jackson, Mississippi 39205 or telephone (601) 359-4768.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Freeze".

Christopher Freeze
Executive Director

CF:tr

ATTACHMENT-PUBLIC HEARING

**LEGAL GRANTS
(Block Grants)
MISSISSIPPI DEPARTMENT OF
HUMAN SERVICES
Division of Community Services
Legislative Public Hearing**

The Mississippi Department of Human Services, Division of Community Services will be conducting the Legislative Public Hearing on the Community Services Block Grant and Low-Income Home Energy Assistance Programs under Title 26 of the Omnibus Budget Reconciliation Act of 1981, as amended. The hearing for the 2020 programs is scheduled for Tuesday, June 25, 2019, at 11:00 am at Multi-County Community Service Agency, 2906 St. Paul Street, Meridian, Mississippi.

The Community Services Block Grant provides funds for a range of activities to ameliorate the causes and effects of poverty. For Fiscal Year 2020, at least 90 percent of the funds allocated to the State through these grants will be contracted to non-profit community action agencies, migrant seasonal farm worker organizations or community-based organizations that meet the eligibility requirements as described in Section 675 of the Community Services Block Grant Act, as amended. The eligibility requirements for the program are outlined in the application process.

The Low-Income Home Energy Assistance Program assists eligible households to pay the costs of home energy bills and other energy-related services, for example, wood, kerosene, electricity, gas, heaters, blankets, fans and air conditioners. For Fiscal Year 2020, at least 90 percent of the funds allocated to the State through these grants will be contracted to private, nonprofit, and public agencies designated in accordance with Public Law 97-35, as amended. The eligibility requirements for the program are outlined in the application process.

Copies of the state plans are available for review at the Mississippi Department of Human Services by calling 601-359-4768 or 1-800-421-0762.

Inquiries, comments or suggestions regarding the block grant plans and/or eligibility requirements must be received on or before July 2, 2019 by the Division of Community Services, P. O. Box 352, Jackson, Mississippi 39205. Public comments will be reviewed before finalizing the 2020 State Plans for these programs.

**DIVISION OF COMMUNITY SERVICES
MEMORANDUM**

TO: Lashanda Feazell,
Office of Procurement Services

FROM: Nicole McBeath
Division of Community Services

DATE: May 14, 2019

SUBJECT: Publication of Legal Notice

The Division of Community Services requests that a legal notice concerning the Legislative Public Hearing on the Community Services Block Grant and Low-Income Home Energy Assistance Programs be published in the classified section of the twelve newspapers listed (See attachment). The information should be advertised on **May 28, 2019 and June 11, 2019** and should appear one time in each newspaper. **Please send us the copies of the newspaper advertisements from three different publishers as soon as they are announced.**

Should you have any questions, please contact Nicole McBeath at 601-359-4765.

TMR:nm

Attachments

Attachments

Mississippi Department of Human Services
Division of Community Services

NEWSPAPERS

- | | | | |
|----|---|-----|---|
| 1. | The Jackson Advocate
115 East Hamilton
Jackson, MS 39202 | 7. | The Clarion Ledger
Post Office Box 40
Jackson, MS 39205-0040 |
| 2. | The Natchez Democrat
Post Office Box 1447
Natchez, MS 39121-39221 | 8. | The Vicksburg Evening Post
Post Office Box 951
Vicksburg, MS 39180 |
| 3. | The Commercial Dispatch
Post Office Box 511
Columbus, MS 39703 | 9. | The Northeast MS Daily Journal
Post Office Box 909
Tupelo, MS 38801 |
| 4. | The Delta Democrat Times
Post Office Box 1618
Greenville, MS 38701 | 10. | The Hattiesburg American
Post Office Box 1111
Hattiesburg, MS 39401 |
| 5. | The Daily Corinthian
Post Office Box 119
Corinth, MS 38834 | 11. | The Clarksdale Press Registrar
Post Office Box 1119
Clarksdale, MS 38614 |
| 6. | The Gulf Publishing Company
Post Office Box 4567
Biloxi, MS 39535 | 12. | The Meridian Star
Post Office Box 1591
Meridian, MS 39301 |

ATTACHMENT- 2020 LIHEAP & CSBG PUBLIC HEARING AGENDA

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF COMMUNITY SERVICES**

**LEGISLATIVE PUBLIC HEARING
2020 LIHEAP & CSBG PROGRAMS**

**Multi-County Community Services Agency
2906 St. Paul Street
Meridian, Mississippi**

**Tuesday, June 25, 2019
11:00 p.m.**

AGENDA

Opening Remarks and Introduction.....	Tina Ruffin Office Director
Purpose of Hearing	
Presentation of FY 2020 State Plans	
• LIHEAP.....	Nicole McBeath Deputy Director
• CSBG.....	Tina Ruffin
Questions / Comments.....	Attendees
Closing Remarks	

ATTACHMENT-LEGAL NOTICE & PUBLIC COMMENT

COMMENTS FROM THE 2020 LEGISLATIVE PUBLIC HEARING

See next several pages:

Meeting In Re: 2020 CSBG/LIHEAP

Transcript of Proceedings

June 25, 2019

All depositions & exhibits are available for downloading at
www.brookscourtreporting.com
Please call or e-mail depo@brookscourtreporting.com if you need a
Username and Password.



Mississippi - Louisiana - Tennessee - New York
1-800-245-3376

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES

DIVISION OF COMMUNITY SERVICES

LEGISLATIVE PUBLIC HEARING

2020 LIHEAP & CSBG PROGRAMS

Multi-County Community Services Agency

2906 St. Paul Street

Meridian, Mississippi

Tuesday, June 25th, 2019

11:00 p.m.

MS. TINA RUFFIN: On behalf of the Mississippi Department of Human Services, we welcome you to the fiscal year 2020 Community Services LIHEAP Grant and Low-Income Home Energy Assistance Program Legislative Public Hearing.

The purpose of this hearing is to inform the public of the CSBG Application pursuant to the Section 676AC3 of the Community Services Block Grant Act and the LIHEAP application under Title 26 of the Omnibus Budget Reconciliation Act of 1981.

We hold the hearing annually to present the goals and objectives of the State plans for funding for

Jackson
Gulfport

Brooks Court Reporting
1-800-245-3376

Meridian
New Orleans

Transcript of Proceedings 6/25/2019

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<p>1 the CSBG and LIHEAP Programs to the Department of Health 2 and Human Services.</p> <p>3 Evidence that a Legislative Public Hearing on 4 the State plans was conducted, must be submitted with 5 the State plans. And the State plans must be made 6 available for public inspection, review, and comment.</p> <p>7 Please, feel free to make comments, ask 8 questions, and participate in this session. And we look 9 forward for your continued support in the year 2020.</p> <p>10 At this time, we would like to thank our 11 legislatures in attendance and any other public 12 officials. If we have any legislatures or public 13 officials, would you, please, stand and give us your 14 name. Senator Norwood. Senator Sollie Norwood is in 15 attendance. Any other public officials? Okay. Thank 16 you.</p> <p>17 And I would also like to thank all of you for 18 participating today. I see a lot of our Community 19 Action Agencies. I would like to thank my staff also.</p> <p>20 We will follow the Agenda. First, we will 21 have Ms. Nicole McBeath to present the LIHEAP State 22 Plans.</p> <p>23 MS. MCBEATH: Good morning, everyone. 24 AUDIENCE: Good morning. 25 MS. MCBEATH: The purpose of LIHEAP, the</p>	<p>1 consumption for LIHEAP recipient households. And to 2 perform whole house weatherization measures to a 3 designated number of homes using LIHEAP funds, targeting 4 households where at least one member is elderly, 5 disabled, or a small child to reduce the energy cost 6 consumption of the household.</p> <p>7 The LIHEAP Benefit Matrix. Federal LIHEAP Act 8 stipulates that the households with the lowest income 9 receive the greatest LIHEAP benefit. The maximum amount 10 a client can receive per program year from January 1 11 through December 31st is \$1500. And based on the 12 income, limits may be less than the maximum benefit 13 amount. LIHEAP benefits are grouped and capped by 14 categories, by energy types, such as electricity, 15 natural gas, propane, other fuel, and wood. And each 16 energy type has a maximum benefit.</p> <p>17 This is the example of the LIHEAP Benefit 18 Matrix, showing the different income levels in the 19 household size. So, for example, a household size of 20 one with income between 0 to \$3,035, can receive up to 21 \$800 in propane, 700 in electric, or 700 in natural gas, 22 400 in wood or other fuel for a maximum benefit amount 23 of \$1500.</p> <p>24 If the house is total electric, they can 25 receive the whole allotment of \$1500 for the electric</p>
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<p>1 LIHEAP statute, Title 26 of Omnibus Budget 2 Reconciliation Act of 1981 states, the purpose of LIHEAP 3 is to assist eligible household with the cost of their 4 home energy bill such as electricity, gas, kerosene, 5 wood, et cetera, and other energy related services like 6 air-conditions, heaters, hot water heaters, blankets, 7 and fans.</p> <p>8 LIHEAP -- LIHEAP defines vulnerable population 9 as children 0 to five years of age, older adults, person 10 with chronic health conditions, homeless person, 11 low-income people, and disabled person. And studies 12 have shown that high outdoor temp lead to higher indoor 13 temp, especially, for certain structures, which means 14 pre-existing health conditions make each population more 15 vulnerable.</p> <p>16 These are the LIHEAP goals, and I will only 17 address a few of them. And they are to target and 18 provide financial assistance and consumer education to 19 all low-income households being served, taking into 20 account both energy consumption and vulnerability of one 21 or more household members disabled, elderly, or 22 children, while at the same time reducing the client's 23 burden of energy cost and consumption.</p> <p>24 To increase energy portability for LIHEAP 25 recipient households. To increase efficiency of energy</p>	<p>1 bill. And as you can see, as the income increases for a 2 household size of one, the benefit amount goes down.</p> <p>3 The 2019 Federal Poverty Guidelines for CSBG 4 LIHEAP and Weatherization Program. This is effective 5 October 1, 2018. And this chart will be replaced as 6 soon as we receive all the updated poverty guidelines 7 for each program.</p> <p>8 But this chart is used to determine income 9 eligibility for the client. So the first column is the 10 number in the household from one to 20 members. The 11 second column is the Federal Poverty Guidelines annual 12 income. The third column is the CSBG Federal Poverty 13 Guidelines. And Tina will address that in the CSBG 14 State claim. And the last column is the LIHEAP, which 15 is 60 percent of the State Median Income.</p> <p>16 So for a household size of one, they are 17 eligible for LIHEAP if they make \$19,089 or less. And 18 you can see the number there, that it goes on, you'll be 19 able to determine. But it's also set up in the Virtual 20 Loan Assistant. And if the number of people in the 21 household exceeds 20, please, contact the Division of 22 Community Services for the annual income.</p> <p>23 The next few slides shows the 2020 LIHEAP 24 Tentative Allocations, which is based on the current 25 2019 LIHEAP final award. Once we receive the 2020</p>

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<p>1 LIHEAP final award, these allocations will be revised</p> <p>2 through modifications.</p> <p>3 The first column list the agencies name.</p> <p>4 Okay. The first column is the agency name and the</p> <p>5 counties they serve. The second column represents the</p> <p>6 2010 census poverty percentage for each county. The</p> <p>7 next column is the total allocations for each county.</p> <p>8 And to the right of the total allocation are the</p> <p>9 allowable activities and the amount that can be budgeted</p> <p>10 for each activity.</p> <p>11 And those activities are; Administration,</p> <p>12 Program Assistance, ECIP, which is Energy Crisis</p> <p>13 Intervention Program. And then we have Assurance 16.</p> <p>14 This is a new activity, and it's also optional. You no</p> <p>15 longer have a Program Support activity. The funds have</p> <p>16 been transferred into your Program Assistance activity</p> <p>17 to cover salaries, fringes, and travel. The new</p> <p>18 activity if granted approval to you, will be the</p> <p>19 Assurance 16. Tina will address that Assurance 16 in</p> <p>20 details later. And it's also addressed in your 2020</p> <p>21 LIHEAP notice of funded availability package that I will</p> <p>22 be handing out to each and every one of you later on</p> <p>23 today. I will not go through these, but we will give</p> <p>24 you a chance to look at the allocations.</p> <p>25 Okay. This chart shows the 2018 LIHEAP</p>	<p>1 Opportunities. Hinds County Human Resource Agency.</p> <p>2 Jackson County Civic Action Committee. LIFT,</p> <p>3 Incorporated. Madison County Citizen Service Agency.</p> <p>4 Mid-State Opportunity. Multi-County Community Services</p> <p>5 Agency. Northeast Mississippi Community services.</p> <p>6 PRVO. Prairie Opportunity. Rankin County Human</p> <p>7 Resource Agency. South Central Community Action Agency.</p> <p>8 Southwest Opportunity. Sunflower Humphreys Counties</p> <p>9 Progress. And WWISCAA.</p> <p>10 The Legislative Public Hearing Requirements.</p> <p>11 Legislative Public Hearing, Federal fiscal year 2020</p> <p>12 CSBG/LIHEAP Legislative Public Hearing held on June</p> <p>13 25th, 2019. Notice of the public hearing appeared in 12</p> <p>14 different Newspapers statewide. Public Inspection of</p> <p>15 the Plan. Federal fiscal year 2020 CSBG/LIHEAP State</p> <p>16 Plan availability for inspection was made known in the</p> <p>17 Public Hearing announcement described above.</p> <p>18 Opportunities for comments were also available during</p> <p>19 the Public Hearing held on June 25th, 2019, at</p> <p>20 Multi-County Community Services Agency in Meridian.</p> <p>21 At this time, I will turn over the questions,</p> <p>22 comments, and concerns. And I ask that if you have any</p> <p>23 questions, please, stand, state your full name, the</p> <p>24 agency or organization you are affiliated with and then</p> <p>25 proceed.</p>
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<p>1 household overall assistance by type of assistance for</p> <p>2 the period of October 1, 2017, for September 30th, 2018.</p> <p>3 For bill payment assistance, there was a total of 45,934</p> <p>4 households. For any type of LIHEAP assistance received,</p> <p>5 there was a total 46,361 households. And this number</p> <p>6 was unduplicated. Homes weatherized was 394. Emergency</p> <p>7 equipment 2,008 households. Year round crisis 4,081</p> <p>8 households. Cool and assistance 23,753 households. And</p> <p>9 heating assistance 33,497 households.</p> <p>10 The next chart is a 2018 LIHEAP Performance</p> <p>11 Measures Comparison by LIHEAP Average Households versus</p> <p>12 High Burden Households for the period of October 1, 2017</p> <p>13 through September 30, 2018. For overall benefits, the</p> <p>14 average household received \$561 in benefit versus the</p> <p>15 high burden household that received \$585 in benefits.</p> <p>16 For electricity, the average household receive \$564.</p> <p>17 And the high burden received \$577. For natural gas, the</p> <p>18 average household received \$537. And high burden</p> <p>19 received \$612. And for propane, the average household</p> <p>20 received \$738 in benefits. And the high burden received</p> <p>21 \$774 in benefits.</p> <p>22 These are a list of the Community Action</p> <p>23 Agencies that we administer the LIHEAP program to and</p> <p>24 the Counties they serve. And they are: AJFC. Bolivar</p> <p>25 County. Central Mississippi, Incorporated. Coahoma</p>	<p>1 MR. ROGER LUTRELL: Vice President of Planning</p> <p>2 Development for Hinds County Human Resource Agency.</p> <p>3 MS. MCBEATH: Can you repeat that name again?</p> <p>4 MR. ROGER LUTRELL: Roger Lutrell, Vice</p> <p>5 President of Planning and Development for Hinds County</p> <p>6 Human Resource Agency. I just wanted to make just a</p> <p>7 general comment, not so much just a question. But I</p> <p>8 just want it to be in the minutes that in the plan of</p> <p>9 some concerns from reading through that maybe that the</p> <p>10 involvement of community action as collaborating on the</p> <p>11 development on the State plan, maybe didn't get a chance</p> <p>12 to have as much input as would like. And I had some</p> <p>13 concerns about some requirements in there as it might</p> <p>14 relate to kind of affecting the local control of what a</p> <p>15 CSBG, its purpose was. Also, maybe alining us with some</p> <p>16 service driven agencies such as family first. They may</p> <p>17 not have kind of the same mantra or the same outcome</p> <p>18 driven or language that we've adopted throughout the</p> <p>19 years through Roma, and are logic models, those seem to</p> <p>20 be more service driven agencies versus what we do.</p> <p>21 There's also with LIHEAP, one thing that I</p> <p>22 wanted to say, maybe there could be a policy</p> <p>23 consideration. One thing that seems to be apparent that</p> <p>24 finds her are kind of picking up on cycle emergency and</p> <p>25 everything instance kind of be an emergency. And that</p>

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<p style="text-align: right;">Page 10</p> <p>1 there maybe could be a -- maybe some different</p> <p>2 allocation structures, maybe a first or second summer in</p> <p>3 the winter. Or we can go on January and then maybe</p> <p>4 again in June versus the model that we're in now.</p> <p>5 It seems to affect our clients some. Our</p> <p>6 Seniors come in with very small bills versus non-seniors</p> <p>7 and disabled that come in with very large extreme bills.</p> <p>8 And so we seem to kind of continually serve the same</p> <p>9 kind of customers and clients over and over and over</p> <p>10 again. And so maybe just some consideration on that.</p> <p>11 That's all I have for now.</p> <p>12 MS. MCBEATH: All right. Thank you, Mr.</p> <p>13 Lutrell. Anyone else? Okay. Well that concludes the</p> <p>14 LIHEAP State Plan portion of the Public Hearing. Now</p> <p>15 Tina Ruffin will come with the CSBG State Plans.</p> <p>16 MS. RUFFIN: The Community Services Block</p> <p>17 Grant or CSBG as we normally call it. The State Plan</p> <p>18 serves as the State of Mississippi's application to</p> <p>19 receive Federal CSBG funding.</p> <p>20 In the State Plan, we've described our</p> <p>21 proposed use of the new year money, the 2020 money to</p> <p>22 produce positive outcomes towards the elimination of the</p> <p>23 causes and effects of poverty.</p> <p>24 These slides also show the Agencies that</p> <p>25 receive the CSBG funding, and I will go over those:</p>	<p style="text-align: right;">Page 12</p> <p>1 send in suggestions and comments at that time.</p> <p>2 Opportunities for comment are also available</p> <p>3 during this public hearing. And the comment period will</p> <p>4 be open until one week I believe from --</p> <p>5 MS. MCBEATH: July 2nd.</p> <p>6 MS. RUFFIN: July 2nd. So if any of you have</p> <p>7 any comments, suggestions, you may submit that in</p> <p>8 writing to the Department of Human Services at that</p> <p>9 time. Purposes of CSBG funds, CSBG is used to remove</p> <p>10 obstacles and solve problems that block the achievement</p> <p>11 of self-sufficiency of low-income households. It also</p> <p>12 helps households secure and retain meaningful</p> <p>13 employment. Households address an adequate -- obtain an</p> <p>14 adequate education. Make better use of vacant income.</p> <p>15 That's through our budgeting component. Achieve great</p> <p>16 participation in the affairs of the communities</p> <p>17 involved. Obtain and maintain adequate housing and a</p> <p>18 suitable living environment and obtain emergency</p> <p>19 assistance through loans, grants, or other means to meet</p> <p>20 immediate and urgent family and individual needs.</p> <p>21 And the State of Mississippi lists numerous</p> <p>22 goals, objectives, and assurances. I will not go over</p> <p>23 all of them, but I will cover the main ones that we</p> <p>24 submit for funding.</p> <p>25 The main components of CSBG that we focus on</p>
<p style="text-align: right;">Page 11</p> <p>1 AJFC. Bolivar County. Central Mississippi. Coahoma.</p> <p>2 Hinds County Human Resource Agency. Jackson County</p> <p>3 Civic Action Committee. LIFT, Incorporated. Mid-State</p> <p>4 Opportunity. Multi-County. Northeast Mississippi</p> <p>5 Community Services. PRVO. Prairie Opportunity. South</p> <p>6 Central CAA. Southwest Mississippi Opportunity.</p> <p>7 Sunflower Humphreys Counties Progress. And WWISCAA.</p> <p>8 Now for 2020, one agency that was funded last</p> <p>9 year has relinquished their grant, their CSBG and LIHEAP</p> <p>10 grants. And I don't believe Nicole addressed that in</p> <p>11 the LIHEAP Public Hearing, but that is United. Now the</p> <p>12 counties United served will be temporarily assigned to</p> <p>13 Northeast Community Services as part of the CSBG Act.</p> <p>14 Counties that are continuous with one another are more</p> <p>15 prone to receive the funding. So we have decided at</p> <p>16 Human Services, that until we put those counties out for</p> <p>17 bid, the Northeast will administer those services.</p> <p>18 Legislative Public Hearing Requirements. The</p> <p>19 Public Hearing is held on June 25th, 2019. Notes of the</p> <p>20 CSBG Public Hearing appeared in 12 newspapers statewide.</p> <p>21 The State Plan, the CSBG State Plan availability for</p> <p>22 inspection was made known in the public hearing</p> <p>23 announcement described above. And also, all Community</p> <p>24 Action Agencies received the State Plan through virtual</p> <p>25 Roma. So everybody had a chance to make a comment or</p>	<p style="text-align: right;">Page 13</p> <p>1 as a state are, education, employment, and housing. So</p> <p>2 a lot of our service provision revolves around those</p> <p>3 three objectives. So in the State Plan, and as part of</p> <p>4 your -- we require agencies to develop a comprehensive</p> <p>5 employment plan, to inform clients about the</p> <p>6 availability of jobs and training opportunities. We</p> <p>7 offer resume development and employee outreach plan. We</p> <p>8 require entities to secure formal partnership with</p> <p>9 different organizations in efforts to meet all the needs</p> <p>10 of the clients when services are possible. Most</p> <p>11 agencies don't cover the same services, so that's why we</p> <p>12 ask agencies to partner with local and state entities to</p> <p>13 make sure that all the needs of a household are met.</p> <p>14 Another goal is to emphasize the need for</p> <p>15 legal effective and quality Board of Directors, ensuring</p> <p>16 diversity and service delivery, community involvement,</p> <p>17 and partnerships.</p> <p>18 We also require that agencies develop and</p> <p>19 implement outreach plans to meet the needs of challenged</p> <p>20 individuals or disabled individuals, children with</p> <p>21 special needs, and to provide disastrous services when</p> <p>22 we have emergencies. We also require agencies to</p> <p>23 maintain Virtual Roma complaints. And that is our</p> <p>24 computer system.</p> <p>25 And as you can see, there are a whole host of</p>

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<p>Page 14</p> <p>1 other goals, objectives, which every year, we basically 2 meet these goals and objectives. But we do make 3 changes, modifications to them. And in your notebooks 4 in your contracts, y'all tell us how you will make sure 5 these goals and objectives are achieved prior to 6 funding.</p> <p>7 Now as part of the CSBG statutory authority 8 public law 105-285 section 678B, there's a Tripartite 9 Board requirement for eligible entities. CSBG program 10 must be administered through this Tripartite Board. The 11 Board members must be selected according to agency 12 bylaws, and the Board must participate fully in the 13 development planning, implementation, and evaluation of 14 the CSBG programs.</p> <p>15 Also, it's required as part of the CSBG Act, 16 board composition must be made up of public officials 17 individuals, low-income individuals, and the private 18 sector. Now one-third of the Board, must be elected 19 public officials, holding office on the date of 20 selection or their representative. If the number of 21 elective public officials available to serve is less 22 than a third, appointed officials may be counted as 23 meeting a requirement. Not less than one-third of the 24 membership must be low-income individuals chosen by 25 democratic selection process. That process must be</p>	<p>Page 16</p> <p>1 discretionary projects statewide related to purpose of 2 the Act and the Six National goals.</p> <p>3 And this year, we're submitting these 4 percentages as part of the State Plan based on the money 5 that was allocated last year. 66 percent goes toward 6 capacity building, and that means for training and 7 technical assistance to the eligible entities. IT needs 8 for Virtual Roma system and also staff training. Of 9 that, we also fund the State Association. And the 10 remainder 34 percent goes toward other CSBG purposes 11 such as for new and existing projects for seniors and 12 youth.</p> <p>13 Right now, these are the current poverty 14 guidelines as Nicole mentioned earlier. These will be 15 updated as soon as we get the final amount for the 16 LIHEAP six percent. But everything will be effective 17 October 1 even though the program year for the CSBG 18 program starts January 1, but this chart will be 19 updated.</p> <p>20 The following slides are the attentive 21 allocations that we will fund the Community Action 22 Agencies and Human Resource Agencies. And I won't go 23 over them one by one. But it is based on current year 24 money. And as I mentioned earlier, all eligible entries 25 from last year will be funded, which is, you know, a</p>
<p>Page 15</p> <p>1 outlined in your bylaws. That person must be 2 representative of the individuals and families served, 3 and if that person is selected to represent a specific 4 neighborhood, the member must live -- must reside in 5 that neighborhood. And then the remaining one-third 6 must be made of a representatives from the private 7 sector, which includes members from business, industry, 8 labor, religious organizations, and et cetera.</p> <p>9 In accordance with the CSBG Act, the 10 distribution and allocation of funds must be as follows: 11 90 percent must go -- must be distributed to the State's 12 eligible entities. And that's Community Action Agencies 13 and/or Human Resource Agencies.</p> <p>14 The remaining ten percent of that five percent 15 goes to the State for our administrative cost. And then 16 the remaining five percent is put into discretionary 17 funding.</p> <p>18 Okay. Of the 90 percent that's allocated to 19 eligible entities, 25 percent of that must be allocated 20 to supportive services to provides direct plan services. 21 15 percent may be used for administration, and then up 22 to 60 percent may be used for the case management 23 activity.</p> <p>24 Now I mentioned earlier about the five percent 25 discretionary funds. That money is used to support</p>	<p>Page 17</p> <p>1 requirement of the Act except for United who has 2 relinquished their grant.</p> <p>3 Now the following chart is just a list of some 4 of the services that we provide as part of case 5 management, and I won't go over each one of those. But 6 the main categories are employment. And also, some of 7 these categories, the name has changed based on Federal 8 requirements. But it's employment, education and 9 cognitive development, housing, income and asset 10 building, health and social behavior development, 11 emergency services, and nutrition.</p> <p>12 Just to give you an idea of some of the 13 progress in the performance that we did from last year 14 from program year January 1 through December 31st, 2018. 15 These are some of the categories that we reported to HHS 16 statewide in the annual report. That's the report that 17 we have to submit annually now to HHS to let them know 18 what we do statewide, the services that are provided, 19 how CSBG funds are used to make a difference in the 20 lives of our clients.</p> <p>21 For employment, unemployed adults who obtain 22 employment up to minimum wage, we serve 1,286 clients. 23 Unemployed adults who obtain employment with the minimum 24 wage or higher 865. Education and cognitive development 25 -- and you'll see the different categories. Individuals</p>

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<p>Page 18</p> <p>1 who obtain a high school diploma, diploma or an 2 equivalent certificate or diploma 195. Individuals who 3 obtain a recognized credential, certificate, or degree 4 relating to the achievement of education or vocational 5 skills 346. Individuals who obtain an Associate's 6 degree 88. An individuals who obtained Bachelor's 7 degree is 63. 8 And I'll skip over to housing. Households who 9 obtain safe and affordable housing 1,752. Households 10 who avoided eviction 1,728. And households who avoided 11 foreclosure 649. So you see that our performance really 12 means a lot in the lives of low-income citizens to make 13 sure that they have safe and affordable housing, get 14 adequate jobs, and also education. 15 Now this slide is new this year. And we felt 16 like it was something worthy of communicated to 17 everybody. And that's part of our agency capacity 18 building. I remember a few years ago, we only had one 19 or two national certified trainers in the State. But 20 due to our partnership and hard work that the 21 Association has done and agency staff, agency directors 22 got onboard, I am pleased to say that the State of 23 Mississippi now has five national certified Roma 24 trainers. Ten national Roma implementers. 13 certified 25 community action professionals. 16 stamped with child</p>	<p>Page 20</p> <p>1 for living wage, and I'm wondering if that will become a 2 common definition across the State or how we're going to 3 handle that? Because it was quite eye opening when we 4 went to the MIT website and saw that we were not 5 actually calculating correctly. 6 MS. RUFFIN: Okay. Actually, Lorrain and I 7 were talking about that, we are working on that. 8 Hopefully within the next month or two, we will be able 9 to put something out there as far as a statewide living 10 wage and give everybody a basis to follow. Ms. Portus? 11 Stand up and identify yourself, please. 12 MS. PORTUS: Lorrain Portus, Division of 13 Community Services. The question I had, you said that 14 the State of Mississippi has three primary areas of 15 focus, and that was: Employment, education, and 16 housing. So we know that our agencies typically do more 17 than that. So I was just wondering, is that something 18 that they should be focusing on when they do their 19 community needs assessment? Or how does that fold into 20 their objectives for 2020? 21 MS. RUFFIN: You have to address in your 22 community action plans your top three issues. Now it 23 may not be education, housing and -- 24 MS. PORTUS: Employment. 25 MS. RUFFIN: -- employment. It may be</p>
<p>Page 19</p> <p>1 development certification. And 32 stamped with a family 2 development certification. This all -- this information 3 also came out of the annual report that y'all submitted 4 to us. And I would like to ask agencies to go back and 5 look at that stamped with child development 6 certification because I really believe we have more 7 based on the number of head start agencies that we have. 8 That number seems kind of low to me. But if y'all will 9 check on that. But I think we need to give ourselves a 10 hand because like I said, a few years ago, we only one. 11 And then when Candace became director, we had two. But 12 that speaks volumes that we are really getting in tune 13 with the certifications and making sure our staff is 14 capable and able and available and really want to make a 15 difference in the lives of our citizens. 16 All right. I will open it up now for any 17 questions, comments, or concerns for the CSBG State 18 Plan. Ms. Lee Ann? 19 MS. KENDRICK: I have a question -- 20 MS. RUFFIN: Well first, I'm sorry. Give your 21 name, full name and everything and your agency. 22 MS. KENDRICK: I'm Lee Ann Kendrick. I work 23 for Jackson County Civic Action down on the Coast. I 24 have a question about the living wage. This year we 25 submitted or last year we submitted what we were using</p>	<p>Page 21</p> <p>1 something else. But that's depended upon your 2 community. So the top ones usually for the State would 3 be those three. But when you do your community stress 4 and needs assessment, if you see that another area is 5 more prevalent, then you would address that, those top 6 three issues in your subgrants. 7 MS. LUCKETT: Hello. (Inaudible). 8 MS. MCBEATH: Excuse me, can you repeat your 9 name again? 10 MS. LUCKETT: Cheyennedra Luckett. 11 MS. MCBEATH: Okay. 12 MS. LUCKETT: Earlier, Ms. McBeath was talking 13 about the Assurance 16 certifications. (Inaudible). I 14 was just wanting to know what that entailed. 15 MS. RUFFIN: Okay. Let me address that 16 question afterwards because that's LIHEAP. 17 MS. LUCKETT: Okay. 18 MS. RUFFIN: And I will be meeting with the 19 Association afterwards and go into that in more detail. 20 MS. LUCKETT: Okay. 21 MS. RUFFIN: Okay. Anymore questions 22 regarding CSBG? 23 MR. LUTRELL: I've got one. Roger Lutrell, 24 Hinds County Human Resource Agency. Just a -- I guess 25 just a general comment. I'm not sure if the State Plan</p>

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<p>Page 22</p> <p>1 talked about the development of the State Plan in 2 coordination and communication from our state and 3 association as well as eligible entities. And I'm not 4 sure if we didn't get communication on that or when that 5 development piece was other than just an open comment 6 period? And if so, it may be something that I need to 7 communicate directly to get on an e-mail to this.</p> <p>8 MS. RUFFIN: Okay. That information was put 9 out on Virtual Roma. And we asked for agencies at that 10 time to send us any comments or suggestions on it.</p> <p>11 Now there will be an association meeting 12 directly following the public hearing. And if there are 13 any concerns, we had asked agencies to, you know, write 14 their concerns down and go ahead and send them to us. 15 Or you can present it at the Association Meeting.</p> <p>16 MR. LUTRELL: Thank you. Also one more. Like 17 maybe a consideration on additional budget modifications 18 through the year. I'm not sure whether that is 19 addressed in the State Plan, however, sometimes becomes 20 cumbersome to forecast percentages, staffing, you know, 21 throughout the entire 12 months for a big agency and 22 with one allocate -- one modification through the year, 23 sometimes it's hard to really forecast and put that out 24 there. Just a general comment for consideration on 25 maybe an additional budget modification.</p> <p>Page 23</p> <p>1 MS. RUFFIN: Okay. And, Mr. Lutrell, that is 2 department policy, it was in your subgrantee manual that 3 only one modification is allowed per year unless 4 requested to the Director. So if y'all are in need of 5 another modification, you just need to put that in 6 writing to me and let us consider it. Okay.</p> <p>7 MR. LUTRELL: Thank you.</p> <p>8 MS. RUFFIN: Thank you. Any other questions? 9 Ms. Lee Ann?</p> <p>10 MS. KENDRICK: I just want to make a comment 11 about the child development associate. I think the 12 number might be low because that's kind of going away. 13 Most -- I know with our head start, I would rather count 14 the Associate or Bachelor's degree.</p> <p>15 MS. RUFFIN: Okay.</p> <p>16 MS. KENDRICK: And many of them don't even 17 come with a CDA anymore unless it's a teacher.</p> <p>18 MS. RUFFIN: Okay. Okay. Thank you. Any 19 further comments or questions?</p> <p>20 If not, I would like to thank everyone for 21 your attendance. I see Senator Norwood has stepped out. 22 But I also want to thank Mr. Collier for allowing us to 23 hold the Hearing here in such a wonderful facility. And 24 earlier, he took me around to show me some of the 25 projects and things that Multi-County is doing with CSBG</p>	<p>Page 24</p> <p>1 for the local community. And it really made my heart 2 glad to see the level of commitment and the hard work 3 Multi-County is doing to serve our clients.</p> <p>4 I would also like to thank my staff for 5 pulling the information together for the Public Hearing 6 and the State Plans. A lot of time, my folks don't 7 really get the recognition, and I know how hard we work 8 to make sure that all the State Plans are out, their 9 notebooks are out. Make sure we get the -- once the 10 DHHS sends back to us and tells us, you know, you need 11 to correct this, you need to correct that for us to get 12 the money, we're scrambling, you know, like ants in an 13 ant hill trying to make sure we get everything completed 14 so that y'all can get your money on time and also to 15 review the contracts and everything. So I ask that 16 y'all be patient with us as you have been and make sure 17 when you get your notebooks, that you review them 18 thoroughly to make sure everything is addressed, make 19 sure that your budget is calculated properly, that we 20 have allowable cost out there to help us with the review 21 process.</p> <p>22 If no other -- if there are no other comments 23 or suggestions, this concludes the 2020 Legislative 24 Public Hearing for the CSBG program. Thank you. 25 (The time is now 11:45 a.m.)</p> <p>Page 25</p> <p>1 CERTIFICATE 2 STATE OF MISSISSIPPI 3 COUNTY OF HINDS 4 I, MELLIE PIERCE, hereby certify that the 5 above and foregoing deposition was taken down by me on 6 Computerized Stenotype, and the questions and answers 7 thereto were transcribed by me, and that the foregoing 8 represents a true and correct transcript of the 9 deposition given by said witness upon said hearing.</p> <p>10 I further certify that I am neither of 11 counsel nor of kin to the parties in the action, nor am 12 I in any way interested in the result of said cause.</p> <p>13 14 15 MELLIE M. PIERCE, CCR #1933 16 17 My Commission Expires: 10/04/19 18 19 20 21 22 23 24 25</p>
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7 (Pages 22 to 25)

Jackson
Gulfport

Brooks Court Reporting
1-800-245-3376

Meridian
New Orleans

1 CERTIFICATE
2 STATE OF MISSISSIPPI
3 COUNTY OF HINDS
4 I, MELLIE PIERCE, hereby certify that the
5 above and foregoing deposition was taken down by me on
6 Computerized Stenotype, and the questions and answers
7 thereto were transcribed by me, and that the foregoing
8 represents a true and correct transcript of the
9 deposition given by said witness upon said hearing.
10 I further certify that I am neither of
11 counsel nor of kin to the parties in the action, nor am
12 I in any way interested in the result of said cause.
13
14 Mellie M. Pierce
15 MELLIE M. PIERCE, CCR #1933.
16
17 My Commission Expires: 10/04/19
18
19
20
21
22
23
24
25



ATTACHMENT-ELIGIBLE ENTITIES

AJFC
P.O. Box 3011
1038 N. Union, Bldg A.
Attachments

(Nonprofit)

Natchez, MS 39120
(601) 442-8681 or 1-855-443-8681
Fax (601) 442-9572
Executive Director: Sandra Sewell

Adams, Claiborne, Copiah, Franklin, Jefferson, Lawrence and Lincoln

Bolivar County (Nonprofit)
810 East Sunflower Road
Suite 120
Cleveland, MS 38732
(662) 846-1491
Fax (662) 283-2352
Executive Director: Elnora Littleton

Bolivar

Central Mississippi, Inc. (Nonprofit)
P.O. Box 749
101 South Central Ave.
Winona, MS 38967
(662) 283-4781
Fax (662) 283-2352
Executive Director: Pamela Gary

Attala, Carroll, Grenada, Holmes, Leflore, Montgomery and Yalobusha

Coahoma Opportunities, Inc. (Nonprofit)
P.O. Box 1445
115 Issaquena Ave.
Clarksdale, MS 38614
(662) 624-4887
Fax (662) 624-4915
Executive Director: Edward Seals

Coahoma

Hinds County Human Resource Agency (Public)
P.O. Box 22657
258 Maddox Road
Jackson, MS 39212
(601) 923-3930
Fax (601) 923-3925
President/CEO: Kenn Cockrell

Hinds

Jackson County CAA (Nonprofit)
P.O. Box 8723
5343 Jefferson Street
Moss Point, MS 39562
(228) 769-3292
Fax (228) 769-3264
Executive Director: Diann Payne

Attachments

LIFT, Incorporated
2577 McCullough Blvd.
Belden, MS 38826
(662) 842-9511 or 1-800-844-5438
Fax (662)842-5575
Executive Director: Dorothy Leasy

(Nonprofit)

Calhoun, Chickasaw, Itawamba, Lafayette, Lee, Monroe, Pontotoc and Union

Mid-State Opportunities Inc.
P.O. Box 270
204 North Church Street
Charleston, MS 38921
(662) 647-2463 or 1-800-523-6683
Fax (662)647-5868
Executive Director: Lynda Bradford

(Nonprofit)

Panola, Quitman, Tallahatchie, Tunica, Tate and Desoto

Multi-County CSA
P.O. Box 905
2906 St. Paul Street
Meridian, MS 39302
(601) 483-4838 or 1-800-898-0659
Fax (601)428-9861
Executive Director: Ronald Collier

(Nonprofit)

Clarke, Jasper, Kemper, Lauderdale, Neshoba, Newton, Scott, Smith and Wayne

Northeast MS CS
P.O. Box 930
801 Hatchie Street
Booneville, MS 38829
(662) 728-2118 or 1-877-728-2118
Fax (662)728-8720
Executive Director: Steve Gaines

(Nonprofit)

Alcorn, Benton, Marshall, Prentiss, Tippah and Tishomingo

Pearl River Valley Opportunity (PRVO)
P.O. Box 188
756 Hwy. 98 Bypass
Columbia, MS 39429
(601) 736-9564 or 1-866-736-9564
Fax (601)736-6288
Executive Director: Helmon Johnson

(Nonprofit)

Covington, Greene, Hancock, Forrest, Jefferson Davis, Lamar, Marion, Pearl River, Jones, Perry, and Stone

Prairie Opportunity
P.O. Box 1526
501 Hwy. 12 West

(Nonprofit)

**Suite 110
Starkville, MS 39759
(662) 323-3397 or 1-888-397-5550
Fax (662)323-8754
Executive Director: Laura Marshall**

Choctaw, Clay, Leake, Lowndes, Noxubee, Oktibbeha, Webster and Winston

**South Central Community Action Agency (Nonprofit)
P.O. Box 6590
3891 I-55 South Frontage Road
Jackson, MS 39212
(769) 235-8224 or 1-866-313-2905
Fax (769)251-1017
Executive Director: Sheletta Buckley**

Madison, Rankin and Simpson

**Southwest Mississippi Opportunities (Nonprofit)
P.O. Box 1667
4116 Hwy. 51 South
McComb, MS 39649
(601) 684-5593 or 1-800-250-7730
Fax (601)249-3996
Executive Director: William Franklin**

Amite, Pike, Walthall and Wilkinson

**Sunflower-Humphreys (Nonprofit)
P.O. Box 908
414 Martin Luther King Dr.
Indianola, MS 38751
(662) 887-1431
Fax (662)887-4888
Executive Director: Christopher Carpenter**

Humphreys and Sunflower

**WWISCAA (Nonprofit)
P.O. Box 1813
1538 Old Leland Road
Greenville, MS 38701
(662) 378-5857 or 1-800-820-8204
Fax (662)332-5191
Executive Director: Jannis Williams**

Issaquena, Sharkey, Warren, Washington and Yazoo

ATTACHMENT- TENTATIVE FFY 2020 ALLOCATIONS

(These levels are dependent on the Federal CSBG award at the FFY 2019 level.
Adjustments will be made once the final FFY 2020 awards are known.)

Eligible Entities	Est. Allocation
AJFC CAA	\$560,944
Bolivar Co CAA	\$229,477
Central Mississippi	\$699,650
Coahoma Opportunities	\$163,184
Hinds County HRA	\$909,749
Jackson Co CAC	\$810,819
LIFT	\$883,232

Mid-State Opportunities	\$648,655
Multi County CSA	\$861,814
Northeast MS	\$535,049
PRVO	\$1,372,783
Prairie Opportunity	\$800,620
South Central CAA	\$536,467
Southwest MS	\$343,706
Sunflower-Humphreys Co	\$220,298
WWISCAA	\$642,536
Total	\$10,218,983

ATTACHMENT-FISCAL CONTROLS & MONITORING
CSBG Monitoring Schedule

CSBG Eligible Entities	Target Quarter	Start Date	End Date
AJFC Community Action Agency, Inc.	FY1 Q2	3/18/2019	3/21/2019
Bolivar County Community Action Agency, Inc.	FY1 Q3	5/7/2019	5/10/2019
Central Mississippi, Inc.	FY1 Q3	5/13/2019	5/16/2019
Coahoma Opportunities, Inc.	FY1 Q3	6/18/2019	6/21/2019
Hinds County Human Resource Agency	FY1 Q4	7/9/2019	7/15/2019
Jackson County Civic Action Committee, Inc.	FY1 Q4	7/16/2018	7/24/2018
LIFT, Inc.	FY1 Q1	10/15/2018	10/19/2018
Mid-State Opportunity, Inc.	FY1 Q1	10/1/2018	10/4/2018
Multi-County Community Services Agency, Inc.	FY1 Q4	9/18/2018	9/21/2018
Northeast MS Community Services, Inc.	FY1 Q3	4/15/2019	4/18/2019

Pearl River Valley Opportunity, Inc.	FY1 Q3	6/17/2019	6/21/2019
Prairie Opportunity, Inc.	FY1 Q4	7/8/2019	7/12/2019
South Central Community Action Agency, Inc.	FY1 Q3	6/10/2019	6/13/2019
Southwest Mississippi Opportunity, Inc.	FY1 Q3	6/10/2019	6/14/2019
Sunflower-Humphreys Counties Progress, Inc.	FY1 Q3	5/1/2018	5/4/2018
Warren-Washington-Issaquena-Sharkey Community Action Agency, Inc.	FY1 Q4	7/16/2019	7/19/2019

ATTACHMENT-PROGRAM, FISCAL MONITORING AND AUDIT

Statutory reference 2605 (b)(10)

Fiscal, Accounting and Tracking Requirements

The State requires Subgrantees requesting CSBG funds to submit Monthly Cost Worksheets in Smartsheet. These Cost Worksheets show expenditures such as Case Management, Supportive Services and Administration (by cost category and line items). Subgrantees are required to submit Claim Support Forms (to request funds) based on current needs. Federal funds made available to the State under this title will disburse administrative and programmatic funds to Subgrantees in accordance with the CSBG Act, and the overall contractual allocation for each subgrantee regulates the maximum allowable expenditures. The expenditures and draw downs are processed in the MDHS-Division of Budgets and Accounting, Office of Procurement Services where the SF-425 Federal Fiscal Reports (FFR) are generated as well as the monthly reports for DCS verification and tracking. Documentation from Virtual ROMA will be required to support costs reflected on Cost Worksheets and Claims Support Forms as a means to adhere to mandates by Division of Program Integrity (DPI) to monitor costs reported for the month. Procedural manuals are in place which covers a range of fiscal and accounting rules and regulations with which Subgrantees must comply. Also, to further account for LIHEAP federal funds, 16 of 17 DCS Subgrantees use the same accounting software, GMS, which allows tracking through Virtual ROMA. It allows easy access in training new personnel, as well as existing personnel in the effective use of the GMS software and DCS requirements.

Subgrantees are required to have and submit an annual audit performed annually by an independent Certified Public Accountant. Also, the State complies with the Single Audit Act requirement.

The State continuously provides training and technical assistance to the subgrantees on program and fiscal management to enhance program compliance and quality service delivery to eligible households, and special training for new staff to ensure program compliance.

Subgrants will be monitored annually by the Division of Program Integrity. Periodic reviews to the Attachments

subgrantee, both announced and unannounced will be conducted by the Division of Community Services.

The Director of Monitoring and the Supervisor of Single Audit Finding review audit findings, and forward them to the Division of Community Services and the Monitoring Supervisor. Audit findings are placed on a spreadsheet and addressed during monitoring visits with the entity and addressed on the monitoring report.

ATTACHMENT- COMPLIANCE MONITORING

Statutory Reference-2605(b)(10)
Division of Monitoring (DPI)

MONITORING

The Mississippi Department of Human Services (MDHS) is required to monitor the activities of its subgrantees by following the Single Audit Act Amendments of 1996, the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and the OMB Circular A-133 Compliance Supplement. MDHS shall monitor each project, program, subgrant, function, or activity supported by a Federal award to assure compliance with applicable Federal regulations and that performance goals are achieved.

POLICY

MDHS has established uniform monitoring policies designed to ensure that all subgrants under the jurisdiction of MDHS are administered in compliance with Federal requirements and with the terms of the subgrant agreements. Monitoring subgrants, for compliance with the applicable Federal regulations, State laws, Agency policies, and the terms of the subgrant agreements, is the responsibility of the MDHS Division of Program Integrity.

Subgrant monitoring procedures may include several of the various options available. These options include: reviewing reports submitted by the subgrantee; reviewing documentation supporting expenses reported under MDHS subgrants; reviewing the subgrantee's single audit or program-specific audit results and evaluating audit findings and the subgrantee's corrective action plan; performing on-site reviews of fiscal and programmatic records and observing subgrantee operations; and/or, arranging for limited scope audits of specific compliance areas.

Planning Considerations

When determining the extent of monitoring procedures to perform, MDHS will consider factors **such as the amount of the subgrant, the percentage of a Federal program's total funds awarded to subgrantees**, and the complexity of the compliance requirements. To determine the appropriateness of Attachments

monitoring procedures, MDHS will consider the cost-effectiveness of monitoring procedures compared to the relative size and complexity of the Federal awards administered by the subgrantee. The following factors will also be considered when determining the monitoring procedures to be performed to ensure compliance with the Federal regulations, State laws, Agency policies and procedures, and the terms of the subgrant agreement:

- 1.The amount of the subgrant in relation to the total amount of the program;
- 2.Prior experience of the subgrantee operating subgrants supported by Federal funds;
- 3.Results of the MDHS follow-up on prior year single audit findings;
- 4.Results of the review of documents submitted by the subgrantee;
- 5.Results of the desk review of supporting documentation for expenditures;
6. Results of previous on-site fiscal and programmatic reviews; and/or,
7. Specific requests by the MDHS Executive Director or Funding Division Director.

Monitoring Procedures

1.Review of Reports Submitted by Subgrantees

Subgrants may be monitored by reviewing reports submitted by the subgrantee for compliance with the subgrant agreement and program instructions. For example, the monthly reporting worksheets may be reviewed for accuracy and completeness or the quarterly programmatic report may be reviewed to ensure that each element of the Scope of Services is being met.

2.Review of Supporting Documentation for Expenditures

Subgrants may be monitored by performing a desk review of supporting documentation for expenditures reported under the subgrant. This review consists of contacting the subgrantee and requesting documents to support certain amounts included on the subgrantee's reporting worksheets. These documents will be examined by the monitors to determine compliance with the subgrant agreement and with State and Federal regulations. The results of the desk review will be communicated in a written report to the subgrantee and to the MDHS Funding Division.

Desk reviews may be conducted at any time by staff of the MDHS, Division of Program Integrity. The desk review procedure may be used in lieu of or in conjunction with an on-site fiscal review or as a follow-up to an on-site fiscal review to ensure that corrective actions have been implemented.

Fiscal monitoring through a desk review will include, at a minimum, a review of all documents to **support all expenses reported for one month of the subgrant period. Documents shall be reviewed** to support costs reported on the reporting worksheet submitted for the month in which the highest dollar amount of expenses was reported as of the date that the schedule letter was prepared to begin the desk review and request support documents.

When fiscal monitoring is initiated through a desk review and sufficient documents are not provided by the subgrantee/contractor to support costs reported on the reporting worksheet, the desk review shall cease and fiscal monitoring shall be completed through an on-site review.

Fiscal monitoring shall not be performed through a desk review on the first subgrant awarded to a subgrantee. In addition, monitoring through a desk review shall be alternated with on-site reviews so that on-site fiscal monitoring is performed at least every other year.

Monitoring for programmatic compliance cannot be performed through a desk review.

3.Review of the Subgrantee's Single Audit Report for Compliance, Evaluation of Audit Findings, and Follow-up on Corrective Actions

Subgrantees that expend \$500,000.00 or more of Federal financial assistance during the subgrantee's fiscal year shall have an audit performed by an independent Certified Public Accountant in accordance with the Single Audit Act and OMB Circular A-133. As a part of MDHS' monitoring of each of its subgrants, these independent auditor's reports shall be obtained from the subgrantees and reviewed for compliance with Federal regulations.

Any audit findings identified in the independent auditor's reports, as well as the subgrantees proposed corrective action plans, shall be evaluated by the MDHS Funding Divisions. If the subgrantee's corrective action plan is acceptable, a management decision will be issued by the MDHS Funding Division to resolve the audit findings. The MDHS Division of Program Integrity will follow-up on the subgrantee's corrective action plan during the next on-site fiscal review that is conducted.

The Director of Monitoring and the Supervisor of Single Audit Findings review audit findings, and forward them to the Division of Community Services and the Monitoring Supervisor. Audit findings are placed on a spreadsheet and addressed during monitoring visits with the entity and addressed on the monitoring report.

4.On-Site Reviews for Program Compliance

On-site reviews for program compliance are required to be conducted at least once during the subgrant period for every MDHS subgrant. On-site reviews for program compliance may be performed on any subgrant at any time and may be repeated as often as deemed necessary by MDHS. These reviews for program compliance will be conducted by the MDHS Division of Program Integrity.

The on-site programmatic reviews are formal in nature and are normally preceded by written notification to the subgrantee and to the appropriate MDHS Funding Division Directors. However, unannounced on-site programmatic reviews may also be conducted. On-site entrance and exit conferences will be conducted with subgrantee officials and a written report will be issued communicating the results of the review to the subgrantee and to the MDHS Funding Divisions. The Agency shall follow-up on the subgrantee's corrective action plan for any programmatic monitoring findings.

5. On-Site Reviews for Fiscal Compliance

On-site reviews for fiscal compliance will be conducted by the Division of Program Integrity, as provided under this section. These visits may also be conducted at the request of the MDHS Executive Director or the MDHS Funding Division Director.

These reviews are formal in nature and are normally preceded by written notification to the subgrantee. The appropriate Funding Division Directors shall also receive written notification of on-site fiscal reviews. However, unannounced on-site fiscal reviews may also be conducted. On-site entrance conferences will be conducted with subgrantee officials. Exit conferences will be conducted and a

written report will be issued communicating the results of the review to the subgrantee and to the MDHS Funding Divisions. MDHS shall follow-up on the subgrantee's corrective action plan for any fiscal monitoring findings.

6. Limited Scope Audits of Specific Compliance Areas

The Agency may engage an independent Certified Public Accountant to perform a Limited Scope Audit of certain MDHS subgrants. The need for this type of review shall be determined on an individual basis and shall be documented by the Division of Program Integrity. The results of this review shall be communicated to the subgrantee and to the MDHS Funding Divisions in a written report.

Corrective Action Process

The Initial Report of Findings and Recommendations that is forwarded to the subgrantee and to the MDHS funding division shall require a written response from the subgrantee within fifteen (15) working days. Upon receipt of the response from the subgrantee, the Director of the Office of Monitoring and other appropriate staff shall assess each response for adequacy. If all responses are adequate, a letter will be issued to the subgrantee clearing all findings. If any responses do not adequately address the findings, the subgrantee will be notified in writing by the issuance of a Status Report acceptable to MDHS requiring a second response from the subgrantee within ten (10) working days.

If the subgrantee fails to satisfactorily resolve all of the monitoring findings, the Office of Monitoring will issue a Final Notice Letter to the subgrantee demanding that the subgrantee refund the amount of questioned costs and advising the subgrantee of the procedures to follow if they wish to request an administrative hearing with the MDHS Executive Director.

If the subgrantee does not respond to the Final Notice Letter, the subgrantee will be referred to the State of Mississippi Office of the Attorney General to recover the unresolved questioned costs, and the Agency may begin procedures for debarment and suspension against the subgrantee organization and the subgrantee authorized official.

Discovery of Possible Fraud, Mismanagement, or Program Abuse

In the event indications of possible fraud, mismanagement, or program abuse are discovered during the course of monitoring subgrants, the Director of the Office of Monitoring shall notify the Director of the Division of Program Integrity, who shall notify the MDHS Executive Director. The MDHS Executive Director and appropriate personnel will decide the course of action to be taken, including the degree of disclosure to subgrantee personnel and to the MDHS Funding Divisions. The format for reporting such incidents will be determined by the Director of the Office of Monitoring and/or the Director of the Division of Program Integrity, after consultation with the MDHS Executive Director.

Division of Community Services (DCS)

Statutory Reference 2605(b)(10)

TRAINING AND TECHNICAL ASSISTANCE (T&TA)

DCS staff uses several tools and checklists to conduct an overall comprehensive review of the agencies' operations. Throughout both the programmatic and fiscal review process there should be ongoing, open communication with the staff to facilitate clarification of facts and prevent misunderstandings, Attachments

provide the reviewer with a full understanding of the agencies' operations, and provide the agency with a full understanding of the review process.

Preliminary areas of noncompliance should be summarized and discussed with the Executive Director and/or designated staff during the exit conference. Copies of specific documents, supporting schedules, and reports obtained during the site visit to facilitate preparation of the report should be discussed during the exit conference. The agency is given the opportunity to provide comments and present additional information or explanation regarding a specific finding before it is included in the report.

The report should include specific timelines for any required corrective action associated with each finding. Copies of the report should be mailed to agency's Board and the agency's Executive Director. A copy should also be provided to the DCS Program Director and Compliance Officer.

The agency is required to respond in writing to each of the findings and observations mentioned in the report, including a detailed plan for taking corrective actions and implementing required changes. The initial response is due within 30 days from the date of the report. The agency's plan for resolution and corrective action will be reviewed by Compliance Team to ensure that all findings have been adequately addressed.

In the event an agency is unable or unwilling to correct a specified area of noncompliance within the prescribed timeline, DCS will report the deficiency to MDHS-Division of Program Integrity. If MDHS determines that the agency remains noncompliance in a specified area, DCS may contact **DHHS** to initiate proceedings to terminate the organization's designation as a Community Action Agency.

Title 18: Human Services

Part 15: Division of Community Services

Part 15 Chapter 1: Community Services Block Grant (CSBG)

Rule 15.1 Community Services Block Grant (CSBG) State Plan

Source: Miss Code Annotated 43-1-2.

Community Services Block Grant (CSBG)

Model State Plan- DRAFT FINAL

FISCAL YEAR (FY) 2020

Table of Contents

CSBG Cover Page (SF-424M)

Section 1:	CSBG Administrative Information
Section 2:	State Legislation and Regulation
Section 3:	State Plan Development and Statewide Goals
Section 4:	CSBG Hearing Requirements
Section 5:	CSBG Eligible Entities
Section 6:	Organizational Standards for Eligible Entities
Section 7:	State Use of Funds
Section 8:	State Training and Technical Assistance
Section 9:	State Linkages and Communication
Section 10:	Monitoring, Corrective Action, and Fiscal Controls
Section 11:	Eligible Entity Tripartite Board
Section 12:	Individual and Community Income Eligibility Requirements
Section 13:	Results Oriented Management and Accountability (ROMA) System
Section 14:	CSBG Programmatic Assurances and Information Narrative
Section 15:	Federal Certifications

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 31 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Section 1

CSBG Administrative Information

1.6. Identify whether this is a one-year or a two-year plan. ☒ One-Year ☐ Two-Year

1.3a. Provide the federal fiscal years this plan covers: Year One 2020 Year Two _____

GUIDANCE: If a state indicates “One-Year” under 1.1., they will only have to provide a response for “Year One”

1.7. **Lead Agency:** Update the following information in relation to the lead agency designated to administer CSBG in the state, as required by Section 676(a) of the CSBG Act. Information should reflect the responses provided in the Application for Federal Assistance, SF-424M.

Has information in regards to the state lead agency changed since the last submission of the state plan? ☒ Yes ☒ No

If yes, provide the date of change and select the fields that have been updated **[Date Picker and Check all the apply]** 8/21/2019

☐ Lead Agency

☐ Department Type

☐ Office

☒ Authorized Official

☐ Street Address

☐ City

☐ Zip Code

☒ Work Number

☒ Fax Number

☒ Email Address

☐ Website

1.4a. Lead agency

GUIDANCE: This should only include the exact name of the lead agency and an acronym (as applicable).

EXAMPLE: Office of Community Services (OCS)

Mississippi Department of Human Services (MDHS)

1.3b. Cabinet or administrative department of this lead agency **[Check One and narrative where applicable]**

☐ Community Affairs Department

☐ Community Services Department

☐ Governor’s Office

☐ Health Department

☐ Housing Department

☒ Human Services Department

☐ Social Services Department

☐ Other, describe: **[Narrative, 100 characters]**

1.2c. **Cabinet or Administrative Department Name:** Provide the name of the cabinet or administrative department of the CSBG authorized official

Mississippi Department of Human Services

1.2d. Authorized official of the lead agency. The authorized official could be the

director, secretary, commissioner etc. as assigned in the designation letter (attached under item 1.3.). The authorized official is the person indicated as authorized representative on the SF-424M. **[Narrative, 50 Characters each]**

Name ~~John Davis~~ **Christopher Freeze** **Title** **Executive Director**

1.2e. Street Address 200 South Lamar St.

1.2f. City Jackson

1.2g. State MS

1.2h. Zip Code 39201

1.2i. Work Telephone Number and Extension (if applicable) 601-359-4457

1.2j. Fax Number 601-359-4477

1.2k. Email Address ~~john.davis~~ **christopher.freeze**@mdhs.ms.gov

1.2l. Lead Agency Website www.mdhs.state.ms.us

Note: Item 1.2. pre-populates the Annual Report, Module 1, Item A.1.

- 1.3. Designation Letter:** Attach the state's official CSBG designation letter. A new designation letter is required if the chief executive officer of the state and/or designated agency has changed. **[Attach a document.]**

GUIDANCE: The designation letter should be updated whenever there is a change to the designee.

Instructional Note: The letter should be from the chief executive officer of the state and include, at minimum, the designated state CSBG lead agency and title of the authorized official of the lead agency who is to administer the CSBG grant award.

- 1.4. CSBG Point of Contact:** Provide the following information in relation to the designated state CSBG point of contact. The state CSBG point of contact should be the person that will be the main point of contact for CSBG within the state.

Has information regarding to the state point of contact changed since the last submission of the state plan? ☒ Yes ☐ No

If yes, provide the date of change and select the fields that have been updated **[Date Picker and Check all the apply]** **8/21/2019**

- | | | |
|--------------------------------------|--|---|
| <input type="checkbox"/> Agency Name | <input type="checkbox"/> Point of Contact | <input type="checkbox"/> Street Address |
| <input type="checkbox"/> City | <input type="checkbox"/> State | <input type="checkbox"/> Zip Code |
| <input type="checkbox"/> Work Number | <input checked="" type="checkbox"/> Fax Number | <input type="checkbox"/> Email Address |
| <input type="checkbox"/> Website | | |

1.4a. Agency Name MDHS- Division of Community Services

1.4b. Point of Contact Name

Name Tina M. Ruffin Title Office Director

1.4c. Street Address 200 South Lamar St

1.4d. City Jackson

1.4e. State MS

1.4f. Zip Code 39201

1.4g. Work Telephone Number 601-359-4768

1.6h. Fax Number 601-359-4370

1.4i. Email Address tina.ruffin@mdhs.ms.gov

1.4j. Agency Website www.mdhs.state.ms.us

1.5. Provide the following information in relation to the State Community Action Association.

GUIDANCE: Under this question, please respond yes and provide the information if there is an entity or organization that serves in the capacity of the state community action association that is within your state, whether voluntarily or contractually. If the state community action association is located outside of the state, or if there is a singular entity within the state that serves as the Community Action Association, please answer no to this question.

There is currently a state Community Action Association within the state. ☒ Yes ☐ No

Has information in regards to the state Community Action Association changed since the last submission of the state plan? ☒ Yes ☐ No

If yes, provide the date of change and select the fields that have been updated. **[Date Picker and Check all the apply]** 8/21/2019

☐ Agency Name ☐ Executive Director ☒ Street Address

☐ City ☐ State ☒ Zip Code

☐ Work Number ☐ Fax Number ☐ Email Address

☐ Website ☐ RPIC Lead

1.5a. Agency name Mississippi Association of Community Action Agencies

1.5b. Executive Director or Point of Contact **[Narrative, 50 characters each]**

Name Candace McDermott Title Executive Director

1.5c. Street Address ~~975 North Street~~ 4500 I-55, Suite 249

1.5d. City Jackson

1.5e. State MS

1.5f. Zip Code ~~39207~~ 39211

- 1.5g.** Telephone Number 601-882-5980
- 1.5h.** Fax Number **[Numerical Response, 10 digits]**
- 1.5i.** Email Address Candace@msacaa.com
- 1.5j.** State Association Website www.msacaa.com
- 1.5k.** State Association currently serves as the Regional Performance Innovation
Consortia (RPIC) lead ☐ Yes ☒ No

Section 2

State Legislation and Regulation

- 2.1. **CSBG State Legislation:** State has a statute authorizing CSBG. ☐ Yes ☒ No
- 2.2. **CSBG State Regulation:** State has regulations for CSBG. ☐ Yes ☒ No
- 2.3. **Legislation/Regulation Document:** Attach the legislation and/or regulations or provide a hyperlink(s) to the documents indicated under Items 2.1. and/or Item 2.2. **[Attach a document and/or provide a link, 1500 characters]**

GUIDANCE: The labeling of all attachments should include the question number for which the document provides supplementary information, the question heading, and the type of document provided. As an example, a state statutory document could be labeled as:

2.3. Legislation/Regulation Document, Washington D.C. Statute

- 2.4. **State Authority:** Select a response for each of the following items about the state statute and/or regulations authorizing CSBG:
- 2.4a. **Authorizing Legislation:** State legislature enacts authorizing legislation or amendments to an existing authorizing statute last federal fiscal year. ☐ Yes ☒ No
- 2.4b. **Regulation Amendments:** State established or amended regulations for CSBG last federal fiscal year. ☐ Yes ☒ No
- 2.4c. **Designation:** State statutory or regulatory authority designates the bureau, division, or office in the state government that is to be the state administering agency. ☐ Yes ☒ No

Section 3

State Plan Development and Statewide Goals

- 3.1. CSBG Lead Agency Mission and Responsibilities:** Briefly describe the mission and responsibilities of the state agency that serves as the CSBG lead agency. CSBG is administered by the Mississippi Department of Human Services (MDHS)- Division of Community Services. MDHS is a primary link between families and individuals with specific needs vital to their survival and the services available to meet those needs.
- The mission of MDHS is to deliver, within established guidelines, a broad range of services to a diverse population in a professional, timely, accurate, and compassionate manner. MDHS will further its mission by assisting those in need to overcome adversity, dependency, lack of self-esteem, gain self-confidence and self-sufficiency. It supports the community action vision and values through:
- a) Professional, accountable, and responsible administration of CSBG;
 - b) Development of effective partnerships with CSBG entities, MDHS-DCS, and other Federal and State programs serving low-income individuals.
- 3.2. State Plan Goals:** Describe the state’s CSBG-specific goals for state administration of CSBG under this State Plan. **[Narrative, 3000 characters]**

GUIDANCE: States should take into account feedback from OCS, their eligible entities, and the ACSI survey completed by eligible entities when creating their state plan goals.

Instructional Note: For examples of “goals,” see State Accountability Measure 1Sa(i).

Note: This information is associated with State Accountability Measure 1Sa(i) and pre-populates the state’s Annual Report, Module 1, Item B.1.

~~The State’s goals, objectives, and assurances as required in Section 672 of the CSBG Act as amended, are as follows:~~

- ~~a) Assist eligible entities with the development of quality and effective boards of directors to ensure diversity in service delivery, more community involvement and partnerships.~~
- ~~b) Require eligible entities to develop a comprehensive employment plan for case-management clients to: inform them of the availability of jobs, provide training opportunities, assist with resume development, and conduct employer outreach.~~
- ~~c) Require eligible entities to secure formal partnerships with community health care centers, WIN Job Centers, legal services, and other local resource providers to accept referrals from CAAs.~~
- ~~d) Require eligible entities to implement an outreach plan to meet the needs of elderly and disabled individuals, children with special needs, and provide emergency disaster services.~~
- ~~e) Require eligible entities to implement a non-monetary assistance plan to provide stability or self-sufficiency when financial resources are not available, client is not~~

~~in compliance with case management plan, or client is not eligible for CSBG services.~~

- ~~f) Encourage eligible entities to sponsor summer projects and year round activities for low income youth to promote youth employment and enrichment.~~
- ~~g) Require eligible entities to implement a plan for an Earned Income Tax Credit (EITC) program and incorporate into case management.~~
- ~~h) Require eligible entities to develop an informational package for clients to include but not be limited to: child support; child and elderly abuse/neglect; disaster relief fair hearing procedures; opioid addiction; and all services provided by the eligible entity.~~
- ~~i) Require eligible entities to refer all non-elderly, non-disabled clients to WIN Job Center, Families First Resource Centers, and/or employment agencies.~~
- ~~j) Require eligible entities to provide a crisis plan for emergency and life-threatening situations, to include an 18 to 48 hour intervention.~~
- ~~k) Require eligible entities to meet the CSBG Organizational Standards.~~
- ~~l) Require eligible entities to provide annual staff training to include topics on customer service, conflict resolution, and fraud, waste and abuse.~~

The State will monitor entities annually. For entities with findings, the State will conduct onsite visit to assist with resolution. The State will conduct additional training on Organizational Standards with the of 75% of entities meeting all standards for 2020. The State will conduct a meeting with the state association to establish a committee to review and develop the state plan.

3.3. State Plan Development: Indicate the information and input the state accessed to develop this State Plan.

3.3 a. Analysis of state-level tools [Check all that applies and narrative where applicable]

- ☒ State Performance Indicators and/or National Performance Indicators (NPIs)
- ☒ U.S. Census data
- ☒ State performance management data (e.g., accountability measures, ACSI survey information, and/or other information from annual reports)
- ☐ Monitoring Visits/Assessments
- ☐ Tools not identified above (specify) **[Narrative, 500 characters]**

3.3 b. Analysis of local-level tools [Check all that applies and narrative where applicable]

- ☒ Eligible entity community needs assessments
- ☒ Eligible entity community action plans
- ☒ Public Hearings/Workshops
- ☐ Tools not identified above (e.g., state required reports) [specify] **[Narrative, 500 characters]**

3.3 c. Consultation with [Check all that applies and narrative where applicable]

- ☒ Eligible entities (e.g., meetings, conferences, webinars; not including the public hearing)
- ☒ State Association
- ☒ National Association for State Community Services Programs (NASCSPP)
- ☐ Community Action Partnership (The Partnership)
- ☐ Community Action Program Legal Services (CAPLAW)
- ☐ CSBG Tribal Training and Technical Assistance (T/TA) provider
- ☐ Regional Performance Innovation Consortium (RPIC)
- ☐ Association for Nationally Certified ROMA Trainers (ANCRT)
- ☐ Federal CSBG Office
- ☐ Organizations not identified above (specify) **[Narrative, 500 characters]**
- ☐

3.4. Eligible Entity Involvement

3.4 a. Describe the specific steps the state took in developing the State Plan to involve the eligible entities. **[Narrative, 3000 Characters]**

Note: This information is associated with State Accountability Measures 1Sa(ii) and may pre-populate the state's annual report form.

A copy of the draft state plan was emailed to the eligible entities and the state association. The State attended an association meeting to discuss the state plan and asked for comments and suggestions. The state plan was added to the Virtual ROMA website for all eligible entity staff to provide feedback. The state plan was presented at the public hearing for input and comments. Comments will be accepted through July 2, 2019.

3.4b. Performance Management Adjustment: Describe how the state has adjusted its State Plan development procedures under this State Plan, as compared to previous plans, in order to 1) encourage eligible entity participation and 2) ensure the State Plan reflects input from eligible entities? Any adjustment should be based on the state's analysis of past performance in these areas, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. **[Narrative, 3000 Characters]**

Note: This information is associated with State Accountability Measures 1Sb(i) and (ii) and pre-populate the Annual Report, Module 1, Item B.1.

~~The State added the state plan to the Virtual ROMA website for all eligible entity staff to participate and have the opportunity to provide feedback.~~

The State's process allows the state plan to be electronically submitted to entities which improves the efficiency of responses from all entity staff to include all levels (case workers, receptionists, etc.).

3.5. Eligible Entity Overall Satisfaction: Provide the state's target for eligible entity Overall Satisfaction during the performance period. Year One 75% Year Two ____ **[Numerical, 3 digits]**

Instructional Note: The state's target score will indicate improvement or maintenance of the states' Overall Satisfaction score from the most recent American Customer Survey Index (ACSI) survey of the state's eligible entities.

Note: Item 3.5 is associated with State Accountability Measure 8S and may pre-populate

GUIDANCE: The targets reported here should match the future target set in the Annual Report, Section B, Table B.2.

GUIDANCE: Review the [ACSI IM](#) about setting targets for your eligible entity overall satisfaction that are realistic, reasonable, attainable, and possible.

the state's annual report form.

Section 4

CSBG Hearing Requirements

- 4.1. Public Inspection:** Describe the steps taken by the state to disseminate this State Plan to the public for review and comments prior to the public hearing, as required under Section 676(e)(2) of the Act. **[Narrative, 2500 Characters]**

GUIDANCE: Under this question, detail how the state provided the State Plan to the public, including providing sufficient time (ideally no fewer than 30 days) for the public to provide feedback prior to the public hearing. Distribution to the public should include distribution directly to the eligible entities in the state as well as any other interested parties.

The State will post the state plan (administrative procedure notice) with the Secretary of State's Office no less than 30 days of the public hearing. ~~An administrative procedures notice is filed with the Secretary of State twenty (20) calendar days before the public hearing.~~ At any time within the twenty day public comment period, written submissions including arguments, data, and views on the proposed rule/amendment/repeal may be submitted to the State. The proposed plan is uploaded to the Virtual ROMA website for comments and feedback from eligible entities. Notice of the public hearing appeared in the Clarion Ledger newspaper, which has statewide distribution, and eleven other newspaper on May 28, 2019 and June 11, 2019. The availability of the FFY 2020 CSBG State Plan for inspection was made known in the Public Hearing announcement posted in the newspapers. The state plan was made available for public inspection by calling the MDHS-DCS, as stated in the public hearing announcement. Opportunities for comment were available during the public hearing.

- 4.2. Public Notice/Hearing:** Describe how the state ensured there was sufficient time and statewide distribution of notice of the public hearing(s) to allow the public to comment on the State Plan, as required under 676(a)(2)(B) of the CSBG Act. **[Narrative, 2500 Characters]**

An administrative procedures notice is filed with the Secretary of State twenty (20) calendar days before the public hearing. At any time within the twenty day public comment period, written submissions including arguments, data, and views on the proposed rule/amendment/repeal may be submitted to the State. The proposed plan is uploaded to the Virtual ROMA website for comments and feedback from eligible entities. Notice of the public hearing appeared in the Clarion Ledger newspaper, which has statewide distribution, and eleven other newspaper on May 28, 2019 and June 11, 2019. The availability of the FFY 2020 CSBG State Plan for inspection was made known in the Public Hearing announcement posted in the newspapers. The state plan was made available for public inspection by calling the MDHS-DCS, as stated in the public hearing announcement. Opportunities for comment were available during the public hearing.

- 4.3. Public and Legislative Hearings:** In the table below, specify the date(s) and location(s) of the public and legislative hearing(s) held by the designated lead agency for this State Plan, as required under Section 676(a)(2)(B) and Section 676(a)(3) of the Act.

Instructional Note: A public hearing is required for each new submission of the State Plan. The date(s) for the public hearing(s) must have occurred in the year prior to the first federal fiscal year covered by this plan. Legislative hearings are held at least every three years, and must have occurred within the last three years prior to the first federal fiscal year covered by this plan.

Date	Location	Type of Hearing <i>[Select an option]</i>	If a Combined Hearing was held confirm that the public was invited.
June 25, 2019	Multi-County Community Service Agency 2906 St. Paul Street Meridian, MS	<input type="radio"/> Public <input type="radio"/> Legislative <input checked="" type="radio"/> Combined	<input checked="" type="checkbox"/>
ADD a ROW function Note: States will be able to add as needed for each additional hearing.			

GUIDANCE: A combined hearing refers to having one joint public and legislative hearing.

- 4.4.** Attach supporting documentation or a hyperlink for the public and legislative hearings.
[Attach supporting documentation or provide a hyperlink(s), 500 characters]

GUIDANCE: Supporting documentation may include, but is not limited to, agendas, sign-in sheets, transcripts, and notices/advertisements of the hearings. All attachments should include the question number, question heading, type of document and the date of the hearing/meeting (as applicable).

EXAMPLE: An agenda would be named: 4.4. Public and Legislative Hearings Agenda 062117

See Public Hearing Notice Attachment.

Section 5

CSBG Eligible Entities

5.1. CSBG Eligible Entities: In the table below, indicate whether eligible entity in the state public or private, the type(s) of entity, and the geographical area served by the entity.

CSBG Eligible Entity	Geographical Area Served (by county) [Provide all counties]	Public or Nonprofit	Type of Entity (choose all that apply)
AJFC Community Action Agency, Inc.	Adams, Claiborne, Copiah, Franklin, Jefferson, Lawrence, Lincoln	Nonprofit	Community Action Agency
Bolivar County CAA, Inc.	Bolivar	Nonprofit	Community Action Agency
Central Mississippi, Inc.	Attala, Carroll, Grenada, Holmes, Leflore, Montgomery, Yalobusha	Nonprofit	Community Action Agency
Coahoma Opportunities, Inc.	Coahoma	Nonprofit	Community Action Agency
Hinds County Human Resource Agency	Hinds	Nonprofit	Community Action Agency
Jackson County Civic Action Committee	Jackson, George, Harrison	Nonprofit	Community Action Agency
LIFT, Inc.	Calhoun, Chickasaw, Itawamba, Lafayette, Lee, Monroe, Pontotoc, Union	Nonprofit	Community Action Agency
Mid-State Opportunity, Inc.	Desoto, Panola, Quitman, Tallahatchie, Tate, Tunica	Nonprofit	Community Action Agency
Multi-County Community Services Agency	Clarke, Jasper, Kemper, Lauderdale, Neshoba, Scott, Smith, Wayne, Newton	Nonprofit	Community Action Agency

Northeast Mississippi Community Services	Alcorn, Benton, Marshall, Prentiss, Tippah, Tishomingo	Nonprofit	Community Action Agency
Pearl River Valley Opportunity, Inc.	Covington, Forrest, Jefferson Davis, Jones, Lamar, Marion, Pearl River, Perry, Greene, Hancock, Stone	Nonprofit	Community Action Agency
Prairie Opportunity, Inc.	Choctaw, Clay, Leake, Lowndes, Noxubee, Oktibbeha, Webster, Winston	Nonprofit	Community Action Agency
South Central Community Action Agency, Inc.	Madison, Rankin, Simpson	Nonprofit	Community Action Agency
Southwest Mississippi Opportunity, Inc.	Amite, Pike, Walthall, Wilkinson	Nonprofit	Community Action Agency
Sunflower-Humphreys County Progress, Inc.	Humphreys, Sunflower	Nonprofit	Community Action Agency
Warren Washington, Issaquena Sharkey Community Action Agency, Inc.	Issaquena, Sharkey, Warren, Washington, Yazoo	Nonprofit	Community Action Agency
THE ADD-A-ROW FUNCTION WILL NOT BE AVAILABLE ON THIS TABLE. ANY ADDITIONS/DELETIONS TO THE ELIGIBLE ENTITY LIST SHOULD BE MADE WITHIN THE MASTER LIST.			

Note: Table 5.1. pre-populates the Annual Report, Module 1, Table C.1.

GUIDANCE: Under *Type of Entity*, select more than one type by holding down the CTRL key while making selections.

Note: Whether nonprofit or public, entities that receive CSBG funds are generally considered to be Community Action Agencies for the purpose of administering CSBG. The only specific exceptions outlined in the CSBG Act are Limited Purpose Agencies, Migrant and Seasonal Farmworker organizations, and Tribes and Tribal Organizations

Instructional Note: Limited Purpose Agency refers to an eligible entity that was designated as a limited purpose agency under Title II of the Economic Opportunity Act of 1964 for fiscal year 1981, that served the general purposes of a community action agency under Title II of the Economic Opportunity Act, that did not lose its designation as a limited purpose agency under Title II of the Economic Opportunity Act as a result of failure to comply with that Act and that has not lost its designation as an eligible entity under the CSBG Act.

Instructional Note: 90 percent funds are the funds a state provides to eligible entities to carry out the purposes of the CSBG Act, as described under Section 675C of the CSBG Act. A state must provide “no less than 90 percent” of their CSBG allocation, under Section 675B, to the eligible entities.

5.2. Total number of CSBG eligible entities: 16 **[This will automatically update based on Table 5.1.]**

5.3. Changes to Eligible Entities List: Within the tables below, describe any changes that have occurred to the Eligible Entities within the state since the last federal fiscal Year (FFY), as applicable.

One or more of the following changes were made to the eligible entity list: **[Check all that apply]**.

- ☐ Designation and/or Re-Designation
- ☒ De-designations and/or Voluntary Relinquishments
- ☐ Mergers
- ☐ No Changes to Eligible Entities List

GUIDANCE: The following three questions will only need to be answered based on your response to 5.3.

5.3a. Designation and Re-Designation: Identify any new entities that have been designated as eligible entities, as defined under Section 676A of the Act, since the last federal fiscal year. Include any eligible entities designated to serve an area previously not served by CSBG as well as any entities designated to replace another eligible entity that was terminated (de-designated).

CSBG Eligible Entity	Type	Start Date	Geographical Area Served
[Narrative, 150 characters]	[Dropdown: • Designation • Re-Designation]	[Date Picker]	[Narrative, 550 characters]
ADD-A-ROW FUNCTION. Note: States will be able to add a row as needed.			

GUIDANCE: A designation refers to an entity that was not receiving funding in the previous federal fiscal year(s) and/or was not included in the previous CSBG State Plan. Re-designation implies that an entity that is already designated/receiving funds is now performing the duties and receiving funds that were previously designated to another entity, in addition to the funding that they are already receiving. This is different from a merger as an entity is not absorbing another entity. This re-designation may be permanent (**requires a formula redistribution**) or temporary while the state has officially designated a new entity and has completed a formula redistribution. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

- 5.3b. De-Designations and Voluntary Relinquishments:** Identify any entities that are no longer receiving CSBG funding. Include any eligible entities have been terminated (de-designated) as defined under Section 676(c) and Section 676C of the Act, or voluntarily relinquished their CSBG eligible entity status since the last federal fiscal year.

CSBG Eligible Entity	Reason
United CAC	[Dropdown: • Voluntary Relinquished
ADD-A-ROW FUNCTION. Note: States will be able to add a row as needed.	

- 5.3c. Mergers:** In the table below, provide information about any mergers or other combinations of two or more eligible entities that were each listed in the prior year state plan.

Original CSBG Eligible Entities	Surviving CSBG Eligible Entity	New Name (as applicable)	DUNS No.
[Narrative, 500 characters] <i>List and number all entities involved.</i>	[Narrative, 150 characters]	[Narrative, 150 characters]	[Narrative, 150 characters]
ADD-A-ROW FUNCTION. Note: States will be able to add a row as needed.			

GUIDANCE: In the case that an organization that was not previously a CSBG eligible entity, merges with a previously existing CSBG eligible entity, and is the surviving entity, the new entity should be listed under 5.3a. as a new designation, while the previously funded CSBG eligible entity should be included under 5.3b.

Section 6

Organizational Standards for Eligible Entities

Note: Reference IM 138, *State Establishment of Organizational Standards for CSBG Eligible Entities*, for more information on Organizational Standards. Click [HERE](#) for IM 138.

6.1. Choice of Standards: Confirm whether the state will implement the CSBG Organizational Standards Center of Excellence (COE) organizational standards (as described in IM 138) or an alternative set during the federal fiscal year(s) of this planning period. **[Select one]**

- ☐ COE CSBG Organizational Standards
- ☒ Modified version of COE CSBG Organizational Standards
- ☐ Alternative set of organizational standards

Note: Item 6.1. pre-populates the Annual Report, Module 1, Item D.1.

6.1a. Modified Organizational Standards: In the case that the state is requesting to use modified COE-developed organizational standards, provide the proposed modification for the FFY of this planning period including the rationale.
[Narrative, 2500 characters]

The State will use a modified version of the COE-developed organizational standards to comply with state policies already in place. Mississippi uses a “Community Strengths and Needs Assessment” instead of the term “community assessment”. The modified COE-developed organizational standards are:

Standard 3.1- The organization will conduct a community strengths and needs assessment yearly.

Standard 5.5- The board fills vacancies as set out in its bylaws and state board policy.

Standard 9.4- The organization submits the Annual report to MDHS-DCS.

6.1b. Alternative Organizational Standards: If using an alternative set of organizational standards, attach the complete list of alternative organizational standards. **[Attachment (as applicable)]**

6.1 c. Alternative Organizational Standards: If using an alternative set of organizational standards: 1) provide any changes from the last set provided during the previous State Plan submission; 2) describe the reasons for using alternative standards; and 3) describe how they are at least as rigorous as the COE- developed standards.

X There were no changes from the previous State Plan submission **[Narrative, 2500 characters if not selected]**

Provide reason for using alternative standards **[Narrative, 2500 characters]**

Describe rigor compared to COE-developed Standards **[Narrative, 2500 characters]**

characters]

- 6.2. Implementation:** Check the box that best describes how the state officially adopted organizational standards for eligible entities in the state in a manner consistent with the state's administrative procedures act. If "Other" is selected, provide a timeline and additional information, as necessary. **[Check all that applies and narrative (as applicable)]**

- ☐ Regulation
- ☒ Policy
- ☒ Contracts with eligible entities
- ☐ Other, describe: **[Narrative, 5000 characters]**

- 6.3. Organizational Standards Assessment:** Describe how the state will assess eligible entities against organizational standards this federal fiscal year(s). **[Check all that apply]**

- f) Peer-to-peer review (with validation by the state or state-authorized third party)
- g) Self-assessment (with validation by the state or state-authorized third party)
- h) Self-assessment/peer review with state risk analysis
- i) State-authorized third party validation
- j) Regular, on-site CSBG monitoring
- ☒ Other

- 6.3 a. Assessment Process:** Describe the planned assessment process. **[Narrative, 5000 characters]**

GUIDANCE: Descriptions should also include improvements to the process made since the previous year including any new processes to increase efficiency or consistency of assessments.

The State implemented a web-based Smartsheet application. Standards were input into Smartsheet. Eligible entities are required to attach documents to verify standards are met. A review of the Smartsheet is conducted by the State and the State Association. A letter is sent by the State to entity to list the standards not met, and a date given for the entity to respond with documentation to meet standards. If the entity has not met standards after second review, additional T&TA will be provided. A TAP will be issued after 90 days, if entity has not met standards following T&TA.

- 6.4. Eligible Entity Exemptions:** Will the state make exceptions in applying the organizational standards for certain eligible entities due to special circumstances or organizational characteristics (as described in IM 138)? ☐ Yes ☒ No

GUIDANCE: The following question will only need to be answered based on your response to 6.4.

- 6.4 a.** Provide the specific eligible entities the state will exempt from meeting organizational standards, and provide a description and a justification for each

exemption. Total Number of Exempt Entities: **[Auto – calculated]** **-0-**

CSBG Eligible Entity	Exemption Provided	Description/Justification
[Narrative, 150 characters]	[Select Yes or No]	[If Yes is selected, provide a narrative, 2500 characters]
ADD a ROW function Note: Rows will be able to be added for each additional exception.		

6.5. Performance Target: Provide the percentage of eligible entities that the state expects to meet all the state-adopted organizational standards for the FFY(s) of this planning period. **[Insert a percentage]** **Year One 50 % Year Two _____**

Note: Item 6.5. is associated with State Accountability Measures 6Sa and pre-populate the Annual Report, Module 1, Table D.2.

GUIDANCE: Prior to setting the target, states should review [IM 138](#), review previous performance, and collaborate with the eligible entities and state association in identifying targets.

SECTION 7

State Use of Funds

Eligible Entity Allocation (90 Percent Funds) [Section 675C(a) of the CSBG Act]

7.1. Formula: Select the method (formula) that best describes the current practice for allocating CSBG funds to eligible entities. **[Check one and narrative where applicable]**

- ☐ Historic
- ☐ Base + Formula
- ☒ Formula Alone
- ☐ Formula with Variables
- ☐ Hold Harmless + Formula
- ☐ Other

7.1a. Formula Description: Describe the current practice for allocating CSBG funds to eligible entities. **[Narrative, 5000 characters]**

The State allocates CSBG funds by the following formula: Using the latest Census data, the number of persons in poverty by county is divided by the state total of persons in poverty to get a percentage for each county. The percentage is multiplied by the "90 percent of the total state allocation" to determine the amount of funds for each county. Each eligible entity receives the amount of funds for the counties it serves.

7.1b. Statute: Does a state statutory or regulatory authority specify the formula for allocating "not less than 90 percent" funds among eligible entities? ☐ Yes ☒ No

7.2. Planned Allocation: Specify the percentage of your CSBG planned allocation that will be funded to eligible entities and "not less than 90 percent funds" as described under Section 675C(a) of the CSBG Act. In the table, provide the planned allocation for each eligible entity receiving funds for the fiscal year(s) covered by this plan.

Year One 90% Year Two _____%

Planned CSBG 90 Percent Funds – Year One	
CSBG Eligible Entity	Funding Amount \$
Pre-populates from the CSBG Eligible Entity Master List	Enter the dollar amount for each eligible entity for the first FFY covered by this plan
Total	Auto-calculated

Please see Tentative Allocation attachment.

Planned CSBG 90 Percent Funds – Year Two	
CSBG Eligible Entity	Funding Amount \$
Pre-populates from the CSBG Eligible Entity Master List	Enter the dollar amount for each eligible entity for the second FFY covered by this plan
Total	Auto-calculated

Note: This information pre-populates the state's Annual Report, Module 1, Table E.2.

See attachment for eligible entity list and allocations

- 7.3. Distribution Process:** Describe the specific steps in the state's process for distributing 90 percent funds to the eligible entities and include the number of days each step is expected to take; include information about state legislative approval or other types of administrative approval (such as approval by a board or commission). **[Narrative, 5000 characters]**

The Division of Community Services sends NOFAs to the eligible entities, usually the first week of July. The eligible entities submit subgrants to DCS within 60 days after the date of the NOFA. The procurement and program staff review the subgrants for errors/additional information. After the reviews, the subgrants are passed to the Office of Monitoring and Attorney General's Office for signature approval. The subgrants are then submitted to the Executive Director's Office (EDO) for final approval. The EDO requires all subgrants be submitted 30 days prior to the effective dates. Immediately after EDO approval, the procurement staff packages and distributes the subgrants to eligible entities, DCS staff, and supporting divisions. The program year is from January through December. Entities have current year funds until the start of the new program year.

- 7.4. Distribution Timeframe:** Does the state plan to make funds available to eligible entities no later than 30 calendar days after OCS distributes the federal award? ☐ Yes ☒ No

7.4a. Distribution Consistency: If no, describe state procedures to ensure funds are made available to eligible entities consistently and without interruption.

[Narrative, 5000 Characters]

The Division of Community Services sends NOFAs to the eligible entities. The eligible entities submit subgrants to DCS within 60 days after the date of the NOFA. The procurement and program staff review the subgrants for errors/additional information. After the reviews, the subgrants are passed to the Office of Monitoring and Attorney General's Office for signature approval. The subgrants are then submitted to the Executive Director's Office (EDO) for final approval. The EDO requires all subgrants be submitted 30 days prior to the effective dates. Immediately after EDO approval, the procurement staff packages and distributes the subgrants to eligible entities, DCS staff, and supporting divisions. Subgrantees are now able to request funds to operate their programs. The subgrants have an effective date of January 1- December 31 of each year, so funds from prior year are available.

Note: Item 7.4 is associated with State Accountability Measure 2Sa and may pre-populate the state's annual report form.

- 7.5. Performance Management Adjustment:** Describe the state's strategy for improving grant and/or contract administration procedures under this State Plan as compared to past plans. Any improvements should be based on analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any improvements, provide further detail. **[Narrative, 5000 Characters]**

Note: This information is associated with State Accountability Measure 2Sb and may pre-populate the state’s annual report form.

~~The State is not making any improvements for this year.~~ The State will revise the CSBG Policy Manual for FFY 2020. We will conduct focus groups with the entities to get input, and later train all entities on the new policy. The State will update the public hearing process of getting the state plan to the Secretary of State's office no later than 30 days before the public hearing.

Administrative Funds [Section 675C(b)(2) of the CSBG Act]

7.6. Allocated Funds: Specify the percentage of your CSBG planned allocation for administrative activities for the FFY(s) covered by this State Plan.

Year One 5%

Year Two _____%

[Numeric response, specify %] **Note:** This information pre-populates the state’s Annual Report, Module 1, Table E.4.

7.7. State Staff: Provide the number of state staff positions to be funded in whole or in part with CSBG funds for the FFY(s) covered by this State Plan.

Year One 2 **Year Two** _____ **[Numeric response, 0.00 – 99.99]**

7.8. State FTEs: Provide the number of state Full Time Equivalents (FTEs) to be funded with CSBG funds for the FFY(s) covered by this State Plan?

Year One 2 **Year Two** _____ **[Numeric response, 0.00 – 99.99]**

Use of Remainder/Discretionary Funds [Section 675C(b) of the CSBG Act]

7.9. Remainder/Discretionary Funds Use: Does the state have remainder/discretionary funds, as described in Section 675C(b) of the CSBG Act? ☒ Yes ☐ No

GUIDANCE: “No” should only be selected if the percentages provided under 7.2. and 7.6. equal to 100%.

If yes, provide the allocated percentage and describe the use of the remainder/discretionary funds in the table below. **Year One** 5% **Year Two** _____%

Note: This response will link to the corresponding assurance, Item 14.2.

Instructional Note: The assurance under 676(b)(2) of the Act (Item 14.2 of this State Plan) specifically requires a description of how the state intends to use remainder/discretionary funds to “support innovative community and neighborhood-

based initiatives related to the purposes of [the CSBG Act].” Include this description in Item 7.9f of the table below and/or attach the information.

If a funded activity fits under more than one category in the table, allocate the funds among the categories. For example, if the state provides funds under a contract with the State Community Action association to provide training and technical assistance to eligible entities and to create a statewide data system, the funds for that contract should be allocated appropriately between Items 7.9a. – 7.9c. If allocation is not possible, the state may allocate the funds to the main category with which the activity is associated.

Note: This information is associated with State Accountability Measures 3Sa and pre-populates the Annual Report, Module 1, Table E.7.

Use of Remainder/Discretionary Funds – Year One		
Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/technical assistance to eligible entities	\$236,900 (42%)	These planned services/activities will be described in State Plan Item 8.1 [Read Only]
7.9b. Coordination of State-operated programs and/or local programs		These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read Only]
7.9c. Statewide coordination and communication among eligible entities	\$78,973 (14%)	These planned services/activities will be described in State Plan Section 9, State Linkages and Communication [Read Only]
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need	Enter either a planned \$ for each item listed for the first FFY that this plan covers.	[Narrative, 5000 characters]
7.9e. Asset-building programs		[Narrative, 5000 characters]
7.9f. Innovation programs/activities by eligible entities or other neighborhood group		Describe here. [Narrative, 5000 characters]
7.9g. State charity tax credits		[Narrative, 5000 characters]
7.9h. Other activities [Specify under Column 4]		Specify the other activities funded through discretionary funds here. [Narrative, 5000 characters]
Totals	\$568,748	

Use of Remainder/Discretionary Funds – Year Two (as applicable)		
Remainder/Discretionary Fund Uses (See 675C(b)(1) of the CSBG Act)	Planned \$	Brief Description of Services and/or Activities
7.9a. Training/technical assistance to eligible entities	Enter either a planned \$ or % for each item listed for the first FFY that this plan covers.	These planned services/activities will be described in State Plan Item 8.1 [Read Only]
7.9b. Coordination of State-operated programs and/or local programs		These planned services/activities will be described in State Plan section 9, State Linkages and Communication [Read Only]
7.9c. Statewide coordination and communication among eligible entities		These planned services/activities will be described in State Plan section 9, State Linkages and Communication [Read Only]
7.9d. Analysis of distribution of CSBG funds to determine if targeting greatest need		[Narrative, 5000 characters]
7.9e. Asset-building programs		[Narrative, 5000 characters]
7.9f. Innovation programs/activities by eligible entities or other neighborhood group		Describe here. [Narrative, 5000 characters]
7.9g. State charity tax credits		[Narrative, 5000 characters]
7.9h. Other activities [Specify under Column 4]		Specify the other activities funded through discretionary funds here. [Narrative, 2500 characters]
Totals	Auto-calculated	

GUIDANCE: If the percentages provided under 7.2. and 7.6. do not equal 100%, the remaining percentage should be reported under 7.9. If the state does not have any remainder/discretionary fund activities (as listed in 7.9a. – 7.9g.), the remainder should be described in 7.9h.

7.10. Remainder/Discretionary Funds Partnerships: Select the types of organizations, if any, the state plans to work with (by grant or contract using remainder/discretionary funds) to carry out some or all of the activities in Table 7.9. **[Check all that apply and narrative where applicable]**

- ☐ The state directly carries out all activities (No Partnerships)
- ☐ The state does not have remainder/discretionary funds
- ☒ The state partially carries out some activities
- ☒ CSBG eligible entities (if checked, include the expected number of CSBG eligible entities to receive funds) **[Numeric response, 0 – 100]**
- ☐ Other community-based organizations
- ☒ State Community Action association
- ☐ Regional CSBG technical assistance provider(s)
- ☒ National technical assistance provider(s)
- ☒ Individual consultant(s)
- ☐ Tribes and Tribal Organizations
- ☐ Other **[Narrative, 2500 characters]**

Note: This response will link to the corresponding CSBG assurance in Item 14.2.

- 7.11. Performance Management Adjustment:** Describe any adjustments the state will make to the use of remainder/discretionary funds under this State Plan as compared to past plans? Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.
[Narrative, 5000 Characters]

Note: This information is associated with State Accountability Measures 3Sb, and may pre-populate the state's annual report form.

~~The State association will be funded for 2020 to assist with the implementation of the Mississippi Training and Technical Assistance Plan, certification of state ROMA trainers and implementers, review of CSBG organizational standards, completion of a statewide community strengths and needs assessment, and provide training to eligible entities.~~

The State will use discretionary funds to conduct board training for entities. The State will secure a consultant to conduct independent reviews of the boards of directors for four entities, annually, to assess what the training needs are.

SECTION 8

State Training and Technical Assistance

8.1. Training and Technical Assistance Plan: Describe the state’s plan for delivering CSBG-funded training and technical assistance to eligible entities under this State Plan by completing the table below. Add a row for each activity: indicate the timeframe; whether it is training, technical assistance or both; and the topic. (CSBG funding used for this activity is referenced under item 7.9a., Use of Remainder/Discretionary Funds.)

Note: This information is associated with State Accountability Measure 3Sc and pre-populates the Annual Report, Module 1, Table F.1.

GUIDANCE: Table 8.1. should only include the trainings that are being paid for using state discretionary training and technical assistance funds as noted under 7.9a.

Training and Technical Assistance – Year One			
Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
Dropdown Options: <ul style="list-style-type: none"> FY1 Q1 FY1 Q2 FY1 Q3 FY1 Q4 Ongoing/Multiple Quarters All quarters 	Toggle Options: <ul style="list-style-type: none"> Training Technical Assistance Both 	Dropdown Options: <ul style="list-style-type: none"> Fiscal Governance/Tripartite Boards Organizational Standards – General Organizational Standards – for eligible entities with unmet TAPs or QIPs Correcting Significant Deficiencies Among Eligible Entities Reporting ROMA Community Assessment Strategic Planning Monitoring Communication Technology Other 	If other is selected in column 3, describe in this column
[Select one dropdown per row]	[Select one dropdown per row]	[Select one dropdown per row]	[Narrative, 500 characters]
1. FY1 Q1	Training	Organizational Standards – General	
2. FY1 Q1	Training	Reporting	
3. FY1 Q1	Training	Community Assessment	
4. FY1 Q3	Training	Governance/Tripartite Boards	
5. FY1 Q1	Training	Technology	

ADD A ROW function Note: Rows will be able to be added for each additional training

Training and Technical Assistance – Year Two			
Planned Timeframe	Training, Technical Assistance, or Both	Topic	Brief Description of “Other”
Dropdown Options: <ul style="list-style-type: none"> • FY2 Q1 • FY2 Q2 • FY2 Q3 • FY2 Q4 • Ongoing/Multiple Quarters • All quarters 	Toggle Options: <ul style="list-style-type: none"> • Training • Technical Assistance • Both 	Dropdown Options: <ul style="list-style-type: none"> • Fiscal • Governance/Tripartite Boards • Organizational Standards – General • Organizational Standards – for eligible entities with unmet TAPs or QIPs • Correcting Significant Deficiencies Among Eligible Entities • Reporting • ROMA • Community Assessment • Strategic Planning • Monitoring • Communication • Technology • Other 	If other is selected in column 3, describe in this column
[Select one dropdown per row]	[Select one dropdown per row]	[Select one dropdown per row]	[Narrative, 500 characters]
ADD A ROW function Note: Rows will be able to be added for each additional training			

8.1 a. Training and Technical Assistance Budget: The planned budget for the training and technical assistance plan (as indicated in the Remainder/Discretionary Funds table in item 7.9):

Year One 42% ~~\$236,900~~ Year Two _____

[Prepopulated with the budget allocation for years one and two under 7.9a]

8.1b. Training and Technical Assistance Collaboration: Describe how the state will collaborate with the State Association and other stakeholders in the planning and delivery of training and technical assistance. **[Narrative, 2500 characters]**
 The State will partner with the State Association to conduct annual training conference for eligible entities. Regional T&TA providers, OCS, NASCSP and individual consultants will be invited to provide training. The State Association will assist with T&TA for eligible entities and provide training for the certified ROMA trainers and implementers in the state.

8.2. TAPs and QIPs: Does the state have Technical Assistance Plans (TAPs) and/or Quality Improvement Plans (QIPs) in place for all eligible entities with unmet organizational standards, if appropriate? **[Select one]** ☒ Yes ☐ No

Note: 8.2 is associated with State Accountability Measure 6Sb. QIPs are described in Section 678C(a)(4) of the CSBG Act. If the state, according to their corrective action procedures, does not plan to put a QIP in place for an eligible entity with one or more unmet organizational standards, the state should put a TAP in place to support the

entity in meeting the standard(s).

8.2 a. Address Unmet Organizational Standards: Describe the state's plan to provide T/TA to eligible entities to ensure they address unmet Organizational Standards. **[Narrative, 2500 characters]**

T&TA will be provided by the State and the State Association to assist entities in correcting deficiencies before a TAP is issued. The State will develop a TAP for entities experiencing challenges in meeting the organizational standards, and require a response within 30 days of the date of the TAP.

8.3. Training and Technical Assistance Organizations: Indicate the types of organizations through which the state plans to provide training and/or technical assistance as described in Item 8.1, and briefly describe their involvement. (Check all that apply.) **[Check all that applies and narrative where applicable]**

☒ CSBG eligible entities (if checked, provide the expected number of CSBG eligible entities to receive funds) **[Numeric response, 0 – 100]** ~~17~~ **6**

☐ Other community-based organizations

☒ State Community Action Association

☐ Regional CSBG technical assistance provider(s)

☒ National technical assistance provider(s)

☒ Individual consultant(s)

☐ Tribes and Tribal Organizations

☐ Other **[Narrative, 1000 characters]**

8.4. Performance Management Adjustment: Describe adjustments the state made to the training and technical assistance plan under this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. **[Narrative, 2500 Characters]**

Note: This information is associated with State Accountability Measures 3Sd and may pre-populate the state's annual report form.

~~During the State's desk reviews, organizational standards review, training requests, and review of monitoring reports/findings, the State and the Association will identify areas in which training is needed for the eligible entities.~~

Based on the state's performance with the Organizational Standards, the technical assistance plan will focus on providing additional training to entities meeting between 70 and 89 percent of the standards. The State will continue to work with the state association to conduct the reviews of the standards.

SECTION 9

State Linkages and Communication

Note: This section describes activities that the state may support with CSBG remainder/discretionary funds, described under Section 675C(b)(1) of the CSBG Act. The state may indicate planned use of remainder/discretionary funds for linkage/communication activities in Section 7, State Use of Funds, items 7.9(b) and (c).

- 9.1. State Linkages and Coordination at the State Level:** Describe the linkages and coordination at the state level that the state intends to create or maintain to ensure increased access to CSBG services to low-income people and communities under this State Plan and avoid duplication of services (as required by the assurance under Section 676(b)(5)). Describe additional information as needed. **[Check all that apply from the list below and provide a Narrative, 5000 Characters]**

Note: This response will link to the corresponding CSBG assurance, Item 14.5. In addition, this information is associated with State Accountability Measure 7Sa and pre-populates the Annual Report, Module 1, Item G.1.

- ☒ State Low Income Home Energy Assistance Program (LIHEAP) office
- ☒ State Weatherization office
- ☒ State Temporary Assistance for Needy Families (TANF) office
- ☐ State Head Start office
- ☐ State public health office
- ☐ State education department
- ☒ State Workforce Innovation and Opportunity Act (WIOA) agency
- ☒ State budget office
- ☒ Supplemental Nutrition Assistance Program (SNAP)
- ☐ State child welfare office
- ☐ State housing office
- ☒ Other The State has been working for several years towards a multi-generational approach to address the barriers associated with poverty based on a focus of working with the whole family. In collaboration with the Food and Nutrition Services and the U.S. Department of Labor, the Gen+ program has been implemented for the purpose of increasing the number of families becoming self-sufficient. The State has established working relationships with Dept. of Medicaid, Rehabilitation Services, Workforce Development, and internal department programs such as SNAP, Aging Programs, Youth Services, Child Support, TANF, etc. to address needs of the family. IRS, Energy Vendors, United Way, Salvation Army are other partnerships that the State maintains.

- 9.2. State Linkages and Coordination at the Local Level:** Describe the linkages and coordination at the local level that the state intends to create or maintain with governmental and other social services, especially antipoverty programs, to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by assurances under Section 676(b)(5) – (6)). **[Narrative, 5000 Characters]**

Note: This response will link to the corresponding CSBG assurances, Items 14.5 and 14.6, and pre-populates the Annual Report, Module 1, Item G.2.

Through the MDHS Gen+ project, low-income families are assessed and referred to other DHS programs and local programs. Entities are required to develop partnerships and pool resources with social service providers, local organizations, religious organizations to increase support and opportunities for low-income families and communities, and to avoid duplication of services. In order to fully address the needs of families and to evaluate the outcome of their work, entities must follow up with families to ensure services were provided by the organizations they were referred to.

9.3. Eligible Entity Linkages and Coordination

9.3a. State Assurance of Eligible Entity Linkages and Coordination: Describe how the state will assure that eligible entities will coordinate and establish linkages to assure the effective delivery of and coordination of CSBG services to low-income people and communities and avoid duplication of services (as required by the assurance under Section 676(b)(5)). **[Narrative, 5000 Characters]**

Note: This response will link to the corresponding CSBG assurance, Item 14.5. and pre-populates the Annual Report, Module 1, Item G.3a.

The State requires eligible entities to submit documentation on their partnerships with other service providers and organizations as part of their community action plan in their subgrants for funding. Eligible entities link families to resources within the entity and within the community. Outcomes from these linkages are reported as part of their NPIs.

9.3 b. State Assurance of Eligible Entity Linkages to Fill Service Gaps: Describe how the eligible entities will develop linkages to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations, according to the assurance under Section 676(b)(3)(B) of the CSBG Act. **[Narrative, 5000 Characters]**

Note: This response will link to the corresponding CSBG assurance, Item 14.3b. and pre-populates the Annual Report, Module 1, Item G.3b.

Eligible entities are required as part of their community action plan to develop partnerships with local and state social service providers, religious organizations, local governments to fill gaps in the services the entity cannot provide. Referrals are made and follow up is done to ensure services were delivered. The State assures this requirement by requiring entities to submit a list of the local and other partnerships to fill gaps in their service delivery, as part of their annual subgrant for funding.

9.4. Workforce Innovation and Opportunity Act (WIOA) Employment and Training

Activities: Does the state intend to include CSBG employment and training activities as part of a WIOA Combined State Plan, as allowed under the Workforce Innovation and Opportunity Act (as required by the assurance under Section 676(b)(5) of the CSBG Act)?

☒ Yes ☐ No

Note: This response will link to the corresponding CSBG assurance, Item 14.5.

9.4a. WIOA Combined Plan: If the state selected yes under Item 9.4, provide the CSBG-specific information included in the state's WIOA Combined Plan. This information includes a description of how the state and the eligible entities will coordinate the provision of employment and training activities through statewide and local WIOA workforce development systems. This information may also include examples of innovative employment and training programs and activities conducted by community action agencies or other neighborhood-based

organizations as part of a community antipoverty strategy. **[Narrative, 5000 Characters]**

~~MDHS has a Division of Workforce Development which participates in the statewide WIOA employment and training activities. Eligible entities coordinate their CSBG employment and training activities with the local WIOA.~~

- 9.4b. Employment and Training Activities:** If the state selected no under Item 9.4, describe the coordination of employment and training activities, as defined in Section 3 of WIOA, by the state and by eligible entities providing activities through the WIOA system. **[Narrative, 5000 Characters]**

MDHS has a Division of Workforce Development which participates in the statewide WIOA employment and training activities. Eligible entities coordinate their CSBG employment and training activities with the local WIOA.

- 9.5. Emergency Energy Crisis Intervention:** Describe how the State will assure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to Low-Income Home Energy Assistance) are conducted in each community in the State, as required by the assurance under Section 676(b)(6) of the CSBG Act). **[Narrative, 5000 Characters]**

Note: This response will link to the corresponding CSBG assurance, Item 14.6.

The Low-Income Home Energy Assistance Program (LIHEAP) is administered by eligible entities. They are required as part of the community action plan to coordinate LIHEAP services as part of a case plan for low-income families. Entities are required to work with local energy providers to resolve crisis situations, provide energy saving materials, and conduct energy conservation workshops. The State allocates a percentage of discretionary funds for federal or state-declared disasters to provide emergency services. See Crisis and Emergency Assistance Attachment.

- 9.6. Faith-based Organizations, Charitable Groups, Community Organizations:** Describe how the state will assure local eligible entities will coordinate and form partnerships with other organizations, including faith-based organizations, charitable groups, and community organizations, according to the state's assurance under Section 676(b)(9) of the CSBG Act. **[Narrative, 5000 characters]**

Note: this response will link to the corresponding assurance, Item 14.9

The State requires eligible entities to submit documentation on their partnerships with other service providers and organizations, including faith-based, charitable and community organizations as part of their community action plan in their subgrants for funding. The documentation addresses referrals to and from each partner, and the services to be provided by the entity and the partner. Many of these organizations are represented on the eligible entity's board of directors.

9.7. Coordination of Eligible Entity 90 Percent Funds with Public/Private Resources:

Describe how the eligible entities will coordinate CSBG 90 percent funds with other public and private resources, according to the assurance under Section 676(b)(3)(C) of the CSBG Act. **[Narrative, 5000 Characters]**

Note: This response will link to the corresponding assurance, Item 14.3c.

Eligible entities use their CSBG funds to leverage additional public and private resources, which assist with achieving outcomes within the framework of the national goals. CSBG resources are used to support the infrastructure of the entities to include sound governance, fiscal, programmatic, and personnel management. This results in greater accountability and capacity, thus enabling entities to leverage public and private resources through their community outreach and partnerships. As reported in the 2017 Leveraging Report, eligible entities leveraged \$2,105,792.43.

9.8. Coordination among Eligible Entities and State Community Action Association:

Describe state activities for supporting coordination among the eligible entities and the State Community Action Association. **[Narrative, 5000 Characters]**

Note: This information will pre-populate the Annual Report, Module 1, Item G.5.

In FFY 2020, a percentage of CSBG discretionary funds will be contracted to the State Association to support training and technical assistance needs of the eligible entities, quality improvement, and other state-wide initiatives. The State meets with the State Association on a regular basis to discuss program requirements and updates. The State Association convenes an annual conference in which the State partners and provide training based on the topics outlined in the CSBG T&TA Plan.

9.9. Communication with Eligible Entities and the State Community Action Association: In the table below, detail how the state intends to communicate with eligible entities, the State Community Action Association, and other partners identified under this State Plan on the topics listed below.

For any topic that is not applicable, select *Not Applicable* under Expected Frequency.

Communication Plan			
Subject Matter	Expected Frequency	Format	Brief Description of "Other"
Upcoming Public and/or Legislative Hearings	[Dropdown Options: <ul style="list-style-type: none">DailyWeeklyTwice-MonthlyMonthlyQuarterlySemi-AnnuallyAnnuallyBiannualTriennial	[Select All That Apply: <ul style="list-style-type: none">NewslettersMailingMeetings/PresentationsBlogEmailWebsiteSocial MediaWebinar1:1	If "Other" is selected in Columns 3, describe in this column.
State Plan Development			
Organizational Standards Progress			
State Accountability Measures Progress			
Community Needs Assessments/Community Action Plans			

State Monitoring Plans and Policies	<ul style="list-style-type: none">• As needed• Upon Request• Not Applicable]	<ul style="list-style-type: none">• Phone Calls• Public Notice• Letters/Hard Copies• Other]	[Narrative, 250 characters]
Training and Technical Assistance (T/TA) Plans			
ROMA and Performance Management			
State Interagency Coordination			
CSBG Legislative/Programmatic Updates			
Tripartite Board Requirements			
ADD A ROW function Note: Rows will be able to be added for each additional training			

9.10. Feedback to Eligible Entities and State Community Action Association: Describe how the state will provide information to local entities and State Community Action Associations regarding performance on State Accountability Measures. **[Narrative, 5000 Characters]**

Note: This information is associated with State Accountability Measure 5S(iii) and will pre-populate the Annual Report, Module 1, Item G.6.

GUIDANCE: Under this question, include how the state will provide information to local entities and state associations within 60 days of receiving feedback from OCS.

Communication by letter or memo will be sent to eligible entities and the State Association regarding performance on the State Accountability Measures. Entities will be asked to respond within 30 days. Emails, phone calls, and one-on-one consultations are conducted as needed.

9.11. Performance Management Adjustment: Describe any adjustments the state made to the Communication Plan in this State Plan as compared to past plans. Any adjustment should be based on the state's analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail. **[Narrative, 5000 Characters]**

Note: This information is associated with State Accountability Measures 7Sb; this response may pre-populate the state's annual report form.

~~Smartsheet and Virtual ROMA are used to provide information and communication to the eligible entities, and they can provide feedback.~~

The State will conduct focus groups with the entities to address issues, policy, and training needs of the entities. A report will be sent to all entities for comment before final adjustments are made. The State is currently upgrading the Virtual ROMA system, due to be completed in 2020, which will allow for more electronic communication to and from the State. Smartsheet and Virtual ROMA (current system) are used to provide information and communication to the entities, and they can provide feedback as well.

SECTION 10

Monitoring, Corrective Action, and Fiscal Controls

Monitoring of Eligible Entities (Section 678B(a) of the CSBG Act)

- 10.1.** Specify the proposed schedule for planned monitoring visits including: full on-site reviews; on- site reviews of newly designated entities; follow-up reviews – including return visits to entities that failed to meet state goals, standards, and requirements; and other reviews as appropriate.

This is an estimated schedule to assist states in planning. States may indicate “no review” for entities the state does not plan to monitor in the performance period.

Note: This information is associated with State Accountability Measure 4Sa(i); this response pre-populates the Annual Report, Module 1, Table H.1.

GUIDANCE: Monitoring that is specific to organizational standards should be referenced within Section 6, Item 6.3a.

Monitoring Schedule – Year One						
CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
Narrative, 150 characters	[Dropdown Options: • Full On-Site • Newly Designated • Follow-up • Other • No Review]	[Dropdown Options: • Onsite Review • Desk Review]	[Dropdown Options: • FY1 Q1 • FY1 Q2 • FY1 Q3 • FY1 Q4]	See attachment	See attachment	If “Other” is selected in Column 2, describe in this column [Narrative, 500 characters]

Monitoring Schedule – Year Two						
CSBG Eligible Entity	Monitoring Type	Review Type	Target Quarter	Start Date of Last Full Onsite Review	End Date of Last Full Onsite Review	Brief Description of “Other”
This column will auto-populate from the CSBG Eligible Entity Master List	[Dropdown Options: <ul style="list-style-type: none"> • Full On-Site • Newly Designated • Follow-up • Other • No Review] 	[Dropdown Options: <ul style="list-style-type: none"> • Onsite Review • Desk Review] 	[Dropdown Options: <ul style="list-style-type: none"> • FY2 Q1 • FY2 Q2 • FY2 Q3 • FY2 Q4] 	Select a Date	Select a Date	If “Other” is selected in Column 2, describe in this column [Narrative, 500 characters]

GUIDANCE: Comprehensive training is one that includes a review of program, administrative, fiscal and organizational standards.

If you are monitoring an entity as a follow up to an issue with another program this can be listed under “Other.”

When providing the date of your last full onsite review – this could be for any type of review that took place onsite. No dates for desk reviews should be provided here.

10.2. Monitoring Policies: Provide a copy of state monitoring policies and procedures by attaching and/or providing a hyperlink. **[Attach a document or add a link]**

See Attachment- **Fiscal Monitoring and Compliance Monitoring**

10.3. Initial Monitoring Reports: According to the state’s procedures, by how many calendar days must the state disseminate initial monitoring reports to local entities? **30 days**

Note: This item is associated with State Accountability Measure 4Sa(ii) and may pre-populate the state’s annual report form.

Corrective Action, Termination and Reduction of Funding and Assurance Requirements (Section 678C of the Act)

10.4. Closing Findings: Are state procedures for addressing eligible entity findings/deficiencies, and the documenting closure of findings included in the state monitoring protocols attached above? ☒ Yes ☐ No

10.4a. Closing Findings Procedures: If no, describe state procedures for addressing eligible entity findings/deficiencies, and the documenting closure of findings.
[Narrative, 2500 characters]

10.5. Quality Improvement Plans (QIPs): Provide the number of eligible entities currently on QIPs, if applicable. **0**

Note: The QIP information is associated with State Accountability Measures 4Sc.

10.6. Reporting of QIPs: Describe the state’s process for reporting eligible entities on QIPs to

the Office of Community Services within 30 calendar days of the state approving a QIP?

The State will notify the Office of Community Services of serious deficiencies of an eligible entity. A report will be given to OCS monthly as to the actions and technical assistance provided by the State. If a QIP is requested from an eligible entity, OCS will be notified in writing of the QIP, a copy of the QIP, the due date, and the State's approval or denial of the QIP within 30 days.

Note: This item is associated with State Accountability Measure 4Sa(iii)).

- 10.7. Assurance on Funding Reduction or Termination:** The state assure that "any eligible entity that received CSBG funding the previous fiscal year will not have its funding terminated or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the state determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in Section 678C(b)" per Section 676(b)(8) of the CSBG Act. ☒ Yes ☐ No

Note: This response will link with the corresponding assurance under item 14.8.

Policies on Eligible Entity Designation, De-designation, and Re-designation

- 10.8. Eligible Entity Designation:** Do the state CSBG statute and/or regulations provide for the designation of new eligible entities? ☐ Yes ☒ No

10.8a. New Designation Citation: If yes, provide the citation(s) of the law and/or regulation. **[Narrative, 2500 Characters]**

- 10.10 b. New Designation Procedures:** If no, describe state procedures for the designation of new eligible entities and how the procedures were made available to eligible entities and the public.

The State will conduct a public hearing, after giving public notice of its intention to designate an agency. The public hearing shall include an evaluation of the administrative and programmatic capabilities of the agency or agencies under consideration for designation as the community action agency for the area. The State will submit its recommendation to the Governor's Office for designation. Special consideration will be given to any community action agency currently receiving CSBG funds and is contiguously located to the un-served service area. If no such agency exists, or if a geographic area of the state is not being served by an eligible entity, the Governor of the State of Mississippi may solicit applications from and designate as a community action agency: 1. A private non-profit organization that is geographically located in the un-served area, that is capable of providing a broad range of services to eliminate poverty and promote self-sufficiency, and that meets the requirements of the CSBG Act; 2. A private non-profit eligible entity that is geographically located contiguous to or within close proximity of the un-served area; 3. A private organization must comply with the tripartite board requirements, and submit to the State, a copy of its board of directors. 4. The board(s) of supervisors for the un-served area must approve a resolution to designate the organization as the community action agency for the

county.

- 10.9. Eligible Entity Termination:** Do state CSBG statute and/or regulations provide for termination of eligible entities? ☐ Yes ☒ No

10.11 a. Termination Citation: If yes, provide the citation(s) of the law and/or regulation. [Narrative, 2500 characters]

10.11 b. Termination Procedures: If no, describe state procedures for termination of new eligible entities and how the procedures were made available to eligible entities and the public.

In accordance with the CSBG Act, States must assure that any eligible entity that received funding in the previous year through CSBG, will not have its funding terminated or reduced below the proportional share the entity received in the previous fiscal year, unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination such reduction. Under Section 676C of the CSBG Act, "cause" is defined as: 1. A statewide re-distribution of funds due to : a. Results of the most recently available census data or other appropriate data; b. The designation of a new eligible entity; c. Severe economic dislocation. 2. Failure of the entity to fulfill its obligations under the CSBG subgrant agreement; 3. Ineffective or improper use of funds provided under the CSBG subgrant agreement; 4. Failure to provide assurance that the entity board will comply with the tripartite board requirements; 5. Voluntary relinquishment of the CSBG grant. If the State determines the entity has a specific deficiency, the State must notify the entity in writing of the deficiency, and require the entity to correct the deficiency. The State must offer technical assistance, if appropriate, to the entity to correct the deficiency. The State will notify the Office of Community Services through a written report of the entity's deficiencies and the technical assistance provided by the State. If the State determines that technical assistance is not appropriate, OCS must still be notified. Examples of situations where technical assistance is not appropriate include but are not limited to: 1. A deficiency for which the State has previously provided technical assistance and the entity has failed to correct deficiency; 2. Multiple, widespread, and/or repeated deficiencies that cannot be addressed through technical assistance; 3. A deficiency that involves fraudulent reporting or use of funds, or other criminal activity. Section 678C(a)(4) of the CSBG Act gives states the discretion in the implementation of a Quality Improvement Plan (QIP) by an eligible entity to address deficiencies. If the State determines an entity should be allowed to submit a QIP, the entity has 60 days to develop and implement its plan to correct deficiency. The entity must, however, submit the QIP to the State within 30 days of being notified of the deficiency. The State will review the QIP and issue a decision on whether to approve the QIP within 30 days of its receipt. If the State does not accept the QIP, the State must notify the entity of the reasons why the QIP cannot be approved. The State may issue a letter of intent to terminate or reduce funding. The entity may submit a request for a hearing within 30 calendar days of the State's letter to terminate or reduce funding. Upon receipt of entity's request for

a hearing, the State must schedule an Administrative Hearing within 30 business days. If the State finds cause for termination or the reduction of funding, the State may begin process. The State must notify the entity and OCS in writing. The entity may request in writing, a federal review by the Secretary of DHHS of the State's decision to terminate or reduce funding, within 30 calendar days of the State's notification. If a request for a federal review has been made, the State may not terminate or reduce funding until DHHS responds to the request. DHHS has 90 days to complete its review. If no request for a federal review is made within the 30 day timeframe, the decision of the State is final. If the federal review is not completed within its 90 days, the decision of the State is final. If an eligible entity is terminated or relinquishes its grant, the State must provide in writing a closeout process to assist the entity in closing out the grant. The State will provide monthly reports to OCS during the entire process.

10.10. Eligible Entity Re-Designation: Do the state CSBG statute and/or regulations provide for re-designation of an existing eligible entity? ☐ Yes ☒ No

10.12 a. Re-Designation Citation: If yes, provide the citation(s) of the law and/or regulation. **[Narrative, 2500 Characters]**

10.10b. Re-Designation Procedures: If no, describe state procedures for re-designation of existing eligible entities and how the procedures were made available to eligible entities and the public.

The State will conduct a public hearing, after giving public notice of its intention to designate an agency. The public hearing shall include an evaluation of the administrative and programmatic capabilities of the agency or agencies under consideration for designation as the community action agency for the area. The State will submit its recommendation to the Governor's Office for designation. Special consideration will be given to any community action agency currently receiving CSBG funds and is contiguously located to the un-served service area. If no such agency exists, or if a geographic area of the state is not being served by an eligible entity, the Governor of the State of Mississippi may solicit applications from and designate as a community action agency: 1. A private non-profit organization that is geographically located in the un-served area, that is capable of providing a broad range of services to eliminate poverty and promote self-sufficiency, and that meets the requirements of the CSBG Act; 2. A private non-profit eligible entity that is geographically located contiguous to or within close proximity of the un-served area; 3. A private organization must comply with the tripartite board requirements, and submit to the State, a copy of its board of directors. 4. The board(s) of supervisors for the un-served area must approve a resolution to designate the organization as the community action agency for the county.

GUIDANCE: Re-designation implies that an entity that is already designated/receiving funds is now performing the duties and receiving funds that were previously designated to another entity, in addition to the funding that they are already receiving. This is different from a merger as an entity is not absorbing another entity. This re-designation may be permanent (**requires a formula redistribution**) or temporary while the state has officially designated a new entity and has completed a formula redistribution. See CSBG Act 676A, *Designation and Redesignation...*, for more information.

Fiscal Controls and Audits and Cooperation Assurance

10.11. Fiscal Controls and Accounting: Describe how the state's fiscal controls and accounting procedures will a) permit preparation of the SF-425 Federal fiscal reports (FFR) and b) permit the tracing of expenditures adequate to ensure funds have been used appropriately under the block grant, as required by Block Grant regulations applicable to CSBG at 45 CFR 96.30(a).

The State requires eligible entities requesting CSBG funds to submit Monthly Cost Worksheets in Smartsheet application. These worksheets show expenditures such as Case Management, Supportive Services, and Administration (as well as by cost category and line items). Entities are required to submit Claim Support Forms based on current needs. These forms are processed in the MDHS-Division of Budgets and Accounting, Office of Procurement Services. The SF-425 Federal Financial Reports are processed in this division also. Documentation from the Virtual ROMA system is required to support program costs shown on Cost Worksheets and Claim Forms as a means to adhere to mandates by the Division of Program Integrity, Office of Monitoring to monitor costs reported for the month. Procedural manuals are in place which covers financial and accounting rules and regulations which entities must comply with. To further account for CSBG funds, 16 of the 17 entities use the same accounting software, GMS, which has a tracking component in Virtual ROMA.

Entities are required to have and submit an annual audit performed by an independent Certified Public Accountant. The State complies with the Single Audit Act requirement.

~~Entity subgrants~~ **Entities** are monitored annual by the Division of Program Integrity. Periodic visits to entities, both announced and unannounced may be conducted by the Division of Community Services.

10.12. Single Audit Management Decisions: Describe state procedures for issuing management decisions for eligible entity single audits, as required by Block Grant regulations applicable to CSBG at 45 CFR 75.521.

Note: This information is associated with State Accountability Measure 4Sd.

The Director of Monitoring and the Supervisor of Single Audit Findings review audit findings, and forward them to the Division of Community Services and the Monitoring Supervisor. Audit findings are placed on a spreadsheet and addressed during monitoring visits with the entity and addressed on the monitoring report.

- 10.13. Assurance on Federal Investigations:** The state will “permit and cooperate with Federal investigations undertaken in accordance with Section 678D” of the CSBG Act, as required by the assurance under Section 676(b)(7) of the CSBG Act. ☒ Yes ☐ No

Note: This response will link with the corresponding assurance, Item 14.7

- 10.14. Performance Management Adjustment:** Describe any adjustments the state made to monitoring procedures in this State Plan as compared to past plans? Any adjustment should be based on the state’s analysis of past performance, and should consider feedback from eligible entities, OCS, and other sources, such as the public hearing. If the state is not making any adjustments, provide further detail.

Note: This item is associated with State Accountability Measure 4Sb and may pre-populate the state’s annual report form.

~~The Director of Monitoring and the Supervisor of Single Audit Findings review audit findings, and forward them to the Division of Community Services and the Monitoring Supervisor. Audit findings are placed on a spreadsheet and addressed during monitoring visits with the entity and addressed on the monitoring report.~~

The Division of Community Services will conduct desk reviews of entities and T&TA visits (up to 5 entities annually) to identify potential problems before entities are monitored by the Division of Monitoring. If the entity has findings, the Division of Community Services will assist with resolution of the finding, and possibly use this in state training for all entities.

SECTION 11

Eligible Entity Tripartite Board

- 11.1. Tripartite Board Verification:** Verify which of the following measures are taken to ensure that the state verifies CSBG Eligible Entities are meeting Tripartite Board requirements under Section 676B of the CSBG Act. **[Check all that applies and narrative where applicable]**

- X Attend Board meetings
- X Organizational Standards Assessment
- ☐ Monitoring
- X Review copies of Board meeting minutes
- X Track Board vacancies/composition
- X Other **[Narrative, 2500 characters]** Provide Board training

- 11.2. Tripartite Board Updates:** Provide how often the state requires eligible entities (which are not on TAPs or QIPs) to provide updates regarding their Tripartite Boards. This includes but is not limited to copies of meeting minutes, vacancy alerts, changes to bylaws, low-income member selection process, etc. **[Select one and narrative where applicable]**

- X Annually
- ☐ Semiannually
- ☐ Quarterly
- X Monthly
- ☐ As It Occurs
- ☐ Other **[Narrative, 2500 characters]**

- 11.3. Tripartite Board Representation Assurance:** Describe how the states will verify that eligible entities have policies and procedures by which individuals or organizations can petition for adequate representation on an eligible entity's Tripartite Board as required by the assurance under Section 676(b)(10) of the CSBG Act. **[Narrative, 2500 Characters]**

Note: This response will link with the corresponding assurance, Item 14.10.

The State has a Board Policy in place to ensure this requirement. The Board Policy is given to all entities and the State conducts reviews of eligible entity bylaws to ensure bylaws have policies for tripartite board representation.

- 11.4. Tripartite Board Alternative Representation:** Does the state permit public eligible entities to use, as an alternative to a Tripartite Board, "another mechanism specified by the state to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs" as allowed under Section 676B(b)(2) of the CSBG Act? ☐ Yes ☒ No

11.4a. If yes, describe the mechanism used by public eligible entities as an alternative to a Tripartite Board. **[Narrative, 2500 Characters]**

Section 12

Individual and Community Income Eligibility Requirements

12.1. Required Income Eligibility: Provide the income eligibility threshold for services in the state. **[Select one item below and numeric response where applicable.]**

- X 125% of the HHS poverty line
- ☐ X % of the HHS poverty line (fill in the threshold): _____% **[Numeric response]**
- ☐ Varies by eligible entity **[Narrative, 5000 characters]**

GUIDANCE: Under *Varies by eligible entity*, provide the threshold and the reason that it varies by entity.

12.1a. Describe any state policy and/or procedures for income eligibility, such as treatment of income and family/household composition. **[Narrative, 5000 Characters]**

Individuals requesting assistance must complete an application to determine eligibility. The application process involves a case management approach. This approach is an interaction between the client and a caseworker. The caseworker obtains vital information about the social and economic conditions of the household to identify needs. It also helps to identify households that are at risk or in crisis, so that a service plan can be developed to assist household to become stable and self-sufficient. Elderly and disabled individuals are not required to participate in case management. Applications are entered into the Virtual ROMA system which determines income eligibility.

12.2. Income Eligibility for General/Short Term Services: Describe how the state ensures eligible entities generally verify income eligibility for those services with limited in-take procedures (where individual income verification is not possible or practical). An example of these services is emergency food assistance. **[Narrative, 5000 Characters]**

Eligible entities provide referral and outreach to communities that are known to be low-income. Low-income families are notified so that documentation of their eligibility is in the Virtual ROMA system.

12.3. Community-targeted Services: Describe how the state ensures eligible entities' services target and benefit low-income communities for those services that provide a community-wide benefit (e.g., development of community assets/facilities, building partnerships with other organizations). **[Narrative, 5000 Characters]**

Eligible entities ask for participation and partnership from other service providers and organizations that provide services to low-income communities. Low-income families are invited to participate in these meetings and events.

SECTION 13

Results Oriented Management and Accountability (ROMA) System

- 13.1. Performance Measurement System:** Identify the performance measurement system that the state and all eligible entities use, as required by Section 678E(a) of the CSBG Act and the assurance under Section 676(b)(12) of the CSBG Act. **[Select one]**

Note: This response will also link to the corresponding assurance, Item 14.12. and will pre-populate the Annual Report, Module 1, Item I.1.

- ☒ The Results Oriented Management and Accountability (ROMA) System
- ☐ Another performance management system that meets the requirements of Section 678E(b) of the CSBG Act
- ☐ An alternative system for measuring performance and results

- 13.1a. ROMA Description:** If ROMA was chosen in Item 13.1, describe the state's written policies, procedures, or guidance documents on ROMA. **[Narrative, 5000 characters]**

The State requires entities as part of their annual subgrant for funding to submit logic models and NPIs which follow the ROMA process. Guidance is provided in the NOFA package sent to entities.

- 13.1b. Alternative System Description:** If an alternative system was chosen in Item 13.1, describe the system the state will use for performance measurement. **[Narrative, 5000 characters]**

- 13.2. Outcome Measures:** Indicate and describe the outcome measures the state will use to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization, as required under Section 676(b)(12) of the CSBG Act. **[Select one and Narrative, 5000 characters]**

Note: This response will also link to the corresponding assurance, Item 14.12.

- ☒ CSBG National Performance Indicators (NPIs)
- ☐ NPIs and others
- ☐ Others

The State requires eligible entities to address the NPIs in their community action plans. Performance in meeting these goals will be evaluated monthly by the State.

- 13.3. Eligible Entity Support:** Describe how the state supports the eligible entities in using ROMA or an alternative performance management system. **[Narrative, 5000 characters]**

Note: The activities described under Item 13.3 may include activities listed in "Section 8: Training and Technical Assistance." If so, mention briefly, and/or cross-reference as needed. This response will also link to the corresponding assurance, Item 14.12.

Eligible entities utilize ROMA as a framework for implementing case management and agency accountability. Virtual ROMA is the statewide data system used to capture data. The State provides T&TA on Virtual ROMA and ROMA goals. The State and the Association is working with entities to increase the number of certified ROMA trainers

and implementers. Currently the state has two (2) certified master trainers, ~~nine (9)~~ **eight (8)** certified trainers, ~~thirteen (13)~~ **eleven (11)** certified implementers, and ten (10) currently in Phase 3 of their designation.

13.4. Eligible Entity Use of Data: Describe how the state plans to validate that the eligible entities are using data to improve service delivery. **[Narrative, 5000 characters]**

Note: This response will also link to the corresponding assurance, Item 14.12.

As part of the Notice of Funding Availability, the State requires eligible entities to conduct a Community Strengths and Needs Assessment. The data collected is used in their community action plans to specify what services the entity will provide to the low-income families for the program year. Entities can pull reports from the Virtual ROMA system on services provided and use this data to plan services for the next program year.

Community Action Plans and Needs Assessments

13.5. Community Action Plan: Describe how the state will secure a Community Action Plan from each eligible entity, as a condition of receipt of CSBG funding by each entity, as required by Section 676(b)(11) of the CSBG Act. **[Narrative, 5000 characters]**

Note: This response will link to the corresponding assurance, Item 14.11.

In accordance with the assurance in 676(b)(11) of the CSBG Act, the State will secure from each eligible entity, as part of its annual application and as a condition of a financial award, a community action plan which provides a description of services to be provided. The community action plan includes information from the Community Strengths and Needs Assessment (CSNA) for the communities served. The CSNA provides information from several aspects of the communities to include public, private and low-income sectors, partners, and other service providers. It provides for the ranking of services stated in the community action plan, and assists with the allocation of funds for different services.

13.6. Community Needs Assessment: Describe how the state will assure that each eligible entity includes a community needs assessment for the community served (which may be coordinated with community needs assessments conducted by other programs) in each entity's Community Action Plan, as required by Section 676(b)(11) of the CSBG Act. **[Narrative, 5000 characters]**

Note: This response will link to the corresponding assurance, Item 14.11.

The State requires eligible entities to conduct a CSNA annually as part of their community action plan. The community action plan must include:

- f. A description of the CSNA to determine the services to be provided based on the needs of the community.

- g. A description of outcome measures to be used to monitor success in promoting self-sufficiency, family stability, and community revitalization.
- h. Through the use of logic models, the entity must state goals and objectives in measurable terms and projected in a timetable in which the goals and objectives will be accomplished.
- i. A description of how the entity will provide services during a disaster, on weekends, after hours, and during emergencies.
- j. An updated board of directors roster.

SECTION 14

CSBG Programmatic Assurances and Information Narrative

(Section 676(b) of the CSBG Act)

14.14. Use of Funds Supporting Local Activities

CSBG Services

14.2 a. 676(b)(1)(A) Describe how the state will assure “that funds made available through grant or allotment will be used –

- (A) to support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under title IV of the Social Security Act, homeless families and individuals, migrant or seasonal farmworkers, and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--
 - (i) to remove obstacles and solve problems that block the achievement of self- sufficiency (particularly for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
 - (ii) to secure and retain meaningful employment;
 - (iii) to attain an adequate education with particular attention toward improving literacy skills of the low-income families in the community, which may include family literacy initiatives;
 - (iv) to make better use of available income;
 - (v) to obtain and maintain adequate housing and a suitable living environment;
 - (vi) to obtain emergency assistance through loans, grants, or other means to meet immediate and urgent individual and family needs;
 - (vii) to achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing

authorities, private foundations, and other public and private partners to –

- (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and
- (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts;

MDHS-DCS ensures compliance with this assurance by making funds available to the sixteen (16) eligible entities. These entities use funds to support activities such as disaster assistance, job training, educational support, career development, volunteer efforts, nutritional support, health education and access, tax preparation assistance, mentoring, parenting development, child care services, and other activities as needed for low-income families and individuals. A review of eligible entities program performance ensures these activities are accomplished and/or referred to other local and state providers. Program areas offered by entities include: Early childhood programs, economic development/education, emergency services, housing, income management, nutrition and health programs, independent living/aging programs, transportation, community improvement/quality of life programs, youth programs, and employment programs. Please see Crisis and Emergency Services attachment.

Needs of Youth

14.1b. 676(b)(1)(B) Describe how the state will assure “that funds made available through grant or allotment will be used –

- (B) to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as--
 - (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
 - (ii) after-school child care programs;

MDHS-DCS ensures compliance with this assurance by making funds available to eligible entities to conduct after school tutorial programs, summer programs, year round educational programs and activities, and summer reading programs for youth. These programs will promote educational excellence and youth development which prevents

youth problems and crime. Support will be given to eligible families of the participants to ensure family needs are met through the case management process, and referrals made to other local providers.

Coordination of Other Programs

14.1c. 676(b)(1)(C) Describe how the state will assure “that funds made available through grant or allotment will be used –

- (C) to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts)

Through the MDHS Gen+ project, low-income families are assessed and referred to other DHS programs and local programs. Entities are required to develop partnerships and pool resources with social service providers, local organizations, religious organizations to increase support and opportunities for low-income families and communities, and to avoid duplication of services. In order to fully address the needs of families and to evaluate the outcome of their work, entities must follow up with families to ensure services were provided by the organizations they were referred to.

The State requires eligible entities to submit documentation on their partnerships with other service providers and organizations as part of their community action plan in their subgrants for funding. Eligible entities link families to resources within the entity and within the community.

State Use of Discretionary Funds

14.2. 676(b)(2) Describe “how the State intends to use discretionary funds made available from the remainder of the grant or allotment described in section 675C(b) in accordance with this subtitle, including a description of how the State will support innovative community and neighborhood- based initiatives related to the purposes of this subtitle.”

Note: the State describes this assurance under “State Use of Funds: Remainder/Discretionary,” items 7.9 and 7.10

[No response; links to items 7.9 and 7.10.]

Eligible Entity Service Delivery, Coordination, and Innovation

14.3. 676(b)(3) “Based on information provided by eligible entities in the State, a description of...”

Eligible Entity Service Delivery System

14.3a. 676(b)(3)(A) Describe “the service delivery system, for services provided or coordinated with funds made available through grants made under 675C(a), targeted to low-income individuals and families in

communities within the State;”

The service delivery system used to deliver CSBG services is provided by eligible entities to meet identified needs of eligible families and communities, and to achieve outcomes based on the six national goals. Service delivery systems vary from entity to entity, just as the communities and people served. Commonalties to the service delivery system include:

- g. Community outreach to ensure awareness of opportunities for low-income people;
- h. Holistic, family-oriented approaches to assessing and addressing needs;
- i. Use of multiple and convenient access points for direct service delivery;
- j. Provision of multiple and wide-ranging services in order to address the causes and effects of poverty;
- k. Common, entity-wide consumer intake forms and processes and
- l. Use of community partnerships and referral processes to make the most of efficient use of available resources.

Eligible Entity Linkages – Approach to Filling Service Gaps

14.3b. 676(b)(3)(B) Describe “how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow up consultations.”

Note: The state describes this assurance in the State Linkages and Communication section, item 9.3b.

~~{No response; links to 9.3b.}~~

Eligible entities are required as part of their community action plan to develop partnerships with local and state social service providers, religious organizations, local governments to fill gaps in the services the entity cannot provide. Referrals are made and follow up is done to ensure services were delivered. The State assures this requirement by requiring entities to submit a list of the local and other partnerships to fill gaps in their service delivery, as part of their annual subgrant for funding.

Coordination of Eligible Entity Allocation 90 Percent Funds with Public/Private Resources

14.3c. 676(b)(3)(C) Describe how funds made available through grants made under 675C(a) will be coordinated with other public and private resources.”

Note: The state describes this assurance in the State Linkages and Communication section, item 9.7.

~~{No response; links to 9.7}~~

Eligible entities use their CSBG funds to leverage additional public and private resources,

which assist with achieving outcomes within the framework of the national goals. CSBG resources are used to support the infrastructure of the entities to include sound governance, fiscal, programmatic, and personnel management. This results in greater accountability and capacity, thus enabling entities to leverage public and private resources through their community outreach and partnerships. As reported in the 2017 Leveraging Report, eligible entities leveraged \$2,105,792.43.

Eligible Entity Innovative Community and Neighborhood Initiatives, Including Fatherhood/Parental Responsibility

14.3d. 676(b)(3)(D) Describe “how the local entity will use the funds [made available under 675C(a)] to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging parenting.”

Note: The description above is about eligible entity use of 90 percent funds to support these initiatives. States may also support these types of activities at the local level using state remainder/discretionary funds, allowable under Section 675C(b)(1)(F). In this State Plan, the state indicates funds allocated for these activities under item 7.9(f).

Eligible entities use funds to develop, implement, and support initiatives such as fatherhood, healthy marriage, and family development activities designed to enhance the quality of family life and strengthen families. Entities are encouraged to partner with other local or state service providers such as Families First Resource Centers to convene teen, fatherhood and parental summits and training as part of family development activities. These activities will facilitate dialogue and provide valuable data for entities to use in planning services and projects to address challenges expressed by the low-income population.

Eligible Entity Emergency Food and Nutrition Services

14.4. 676(b)(4) Describe how the state will assure “that eligible entities in the State will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods, and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.”

Eligible entities are required to partner with their local DHS Field Operations offices to refer clients for expedited SNAP benefits in emergency situations. If SNAP benefits cannot be provided that same day, entities must provide nutrition assistance by giving food vouchers to meet emergency nutritional needs. Entities are required to coordinate with local soup kitchens and food banks to meet emergency nutritional needs.

State and Eligible Entity Coordination/linkages and Workforce Innovation and Opportunity Act Employment and Training Activities

- 14.5. 676(b)(5)** Describe how the state will assure “that the State and eligible entities in the State will coordinate, and establish linkages between, governmental and other social services programs to assure the effective delivery of such services, and [describe] how the State and the eligible entities will coordinate the provision of employment and training activities, as defined in section 3 of the Workforce Innovation and Opportunity Act, in the State and in communities with entities providing activities through statewide and local workforce development systems under such Act.”

Note: The state describes this assurance in the State Linkages and Communication section, items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b.

[No response; links to items 9.1, 9.2, 9.3a, 9.4, 9.4a, and 9.4b]

State Coordination/Linkages and Low-income Home Energy Assistance

- 14.6. 676(b)(6)** Provide “an assurance that the State will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that emergency energy crisis intervention programs under title XXVI (relating to low- income home energy assistance) are conducted in such community.”

Note: The state describes this assurance in the State Linkages and Communication section, items 9.2 and 9.5.

[No response; links to 9.2 and 9.5]

Federal Investigations

- 14.7. 676(b)(7)** Provide “an assurance that the State will permit and cooperate with Federal investigations undertaken in accordance with section 678D.”

Note: The state addresses this assurance in the Fiscal Controls and Monitoring section, item 10.13.

[No response; links to 10.13]

Funding Reduction or Termination

- 14.8. 676(b)(8)** Provide “an assurance that any eligible entity in the State that received funding in the previous fiscal year through a community services block grant made under this subtitle will not have its funding terminated under this subtitle, or reduced below the proportional share of funding the entity received in the previous fiscal year unless, after providing notice and an opportunity for a hearing on the record, the State determines that cause exists for such termination or such reduction, subject to review by the Secretary as provided in section 678C(b).”

Note: The state addresses this assurance in the Fiscal Controls and Monitoring section,

item 10.7.

[No response; links to 10.7]

Coordination with Faith-based Organizations, Charitable Groups, Community Organizations

- 14.9. 676(b)(9)** Describe how the state will assure “that the State and eligible entities in the State will, to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.”

Note: The state describes this assurance in the State Linkages and Communication, item 9.6.

[No response; links to 9.6]

Eligible Entity Tripartite Board Representation

- 14.10. 676(b)(10)** Describe how “the State will require each eligible entity in the State to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.”

Note: The state describes this assurance under Eligible Entity Tripartite Boards, item 11.3

~~**[No response; links to item 11.3]**~~

The State has a Board Policy in place to ensure this requirement. The Board Policy is given to all entities and the State conducts reviews of eligible entity bylaws to ensure bylaws have policies for tripartite board representation.

Eligible Entity Community Action Plans and Community Needs Assessments

- 14.11. 676(b)(11)** Provide “an assurance that the State will secure from each eligible entity in the State, as a condition to receipt of funding by the entity through a community services block grant made under this subtitle for a program, a community action plan (which shall be submitted to the Secretary, at the request of the Secretary, with the State plan) that includes a community-needs assessment for the community served, which may be coordinated with community-needs assessments conducted for other programs.”

[No response; links to items 13.5 and 13.6]

State and Eligible Entity Performance Measurement: ROMA or Alternate system

- 14.12. 676(b)(12)** Provide “an assurance that the State and all eligible entities in the State will, not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System, another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and [describe] outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.”

Note: The state describes this assurance in the ROMA section, items 13.1, 13.2, 13.3, and 13.4.

[No response; links to 13.1, 13.2, 13.3, and 13.4]

Validation for CSBG Eligible Entity Programmatic Narrative Sections

- 14.13. 676(b)(13)** Provide “information describing how the State will carry out the assurances described in this section.”

Note: The state provides information for each of the assurances directly in section 14 or in corresponding items throughout the State Plan, which are included as hyperlinks in section 14.

[No response for this item]

X By checking this box, the state CSBG authorized official is certifying the assurances set out above.

SECTION 15

Federal Certifications

The box after each certification must be checked by the State CSBG authorized official.

15.5. Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (4) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (5) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (6) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

X By checking this box, the state CSBG authorized official is providing the certification set out above.

15.6. Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988: 45 CFR Part 76, Subpart, F. Sections 76.630(c) and (d)(2) and 76.645 (a)(1) and (b) provide that a Federal agency may designate a central receipt point for STATE-WIDE AND STATE AGENCY-WIDE certifications, and for notification of criminal drug convictions. For the Department of Health and Human Services, the central point is: Division of Grants Management and Oversight, Office of Management and Acquisition, Department of Health and Human Services, Room 517-D, 200 Independence Avenue, SW Washington, DC 20201.

Certification Regarding Drug-Free Workplace Requirements (Instructions for Certification)

- (9) By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out below.
- (10) The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (11) For grantees other than individuals, Alternate I applies.
- (12) For grantees who are individuals, Alternate II applies.
- (13) Workplaces under grants, for grantees other than individuals, need to be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (14) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (15) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
- (16) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of

sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Grantees Other Than Individuals)

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about --
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will --
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within 10 calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted - -
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).

The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code) **[Narrative, 2500 characters]**

☐ Check if there are workplaces on file that are not identified here. Alternate II. (Grantees Who Are Individuals)

- (c) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant;
- (d) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant.

[55 FR 21690, 21702, May 25, 1990]

X By checking this box, the state CSBG authorized official is providing the certification set out above.

15.7. Debarment

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - - Primary Covered Transactions

Instructions for Certification

- (11) By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
- (12) The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- (13) The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
- (14) The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (15) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (16) The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
- (17) The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and

Voluntary Exclusive-Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- (18) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
- (19) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (20) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters - -

Primary Covered Transactions

- (3) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

- (4) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions

Instructions for Certification

- (10) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- (11) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (12) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- (13) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (14) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (15) The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (16) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

- (17) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (18) Except for transactions authorized under paragraph five of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - - Lower Tier Covered Transactions

- (3) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (4) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

X By checking this box, the state CSBG authorized official is providing the certification set out above.

15.8. Environmental Tobacco Smoke

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity by signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.

X By checking this box, the state CSBG authorized official is providing the certification set out above.

ATTACHMENTS

~~ATTACHMENT LETTER OF DESIGNATION~~



PHIL BRYANT
GOVERNOR

March 17, 2016

Ms. Jeannie Chaffin, Director
Office of Community Services
Administration for Children and Families
U. S. Department of Health and Human Services
370 L'Enfant Promenade, S. W., 5th Floor, West
Washington, D.C. 20447

Dear Ms. Chaffin:

I hereby authorize Mr. John Davis, Executive Director of the Mississippi Department of Human Services (MDHS), to be the official signature authority for all funds appropriated to MDHS by the U. S. Department of Health and Human Services. In addition, I authorize Mr. Davis to sign all assurances for the Community Services Block Grant and Low-Income Home Energy Assistance Program (LIHEAP) grant applications outlined in the respective statute, as amended. To comply with the LIHEAP statute, Mr. Davis is duly authorized to certify that MDHS will comply with the 16 assurances contained in the LIHEAP Act, Title XXVI of the Omnibus Budget Reconciliation Act of 1981 as amended, in the administration and operation of its Low-Income Home Energy Assistance Program.

Should you need additional information, please contact Mr. Davis at (601)359-4457 or Post Office Box 352, Jackson, Mississippi 39205.

Sincerely,

A handwritten signature in blue ink that reads "Phil Bryant".

Phil Bryant
GOVERNOR

PB:JD:tr

cc: Mr. John Davis

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STATE OF MISSISSIPPI
Phil Bryant, Governor
DEPARTMENT OF HUMAN SERVICES
John Davis
Executive Director

August 19, 2016

Ms. Jeannie Chaffin, Director
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S. W., 5th Floor, West
Washington, D. C. 20447

Dear Ms. Chaffin:

I hereby authorize the Director of the Division of Community Services (DCS) of the Mississippi Department of Human Services (MDHS), to be the official designee of signature authority for all funds appropriated to MDHS-DCS by the U. S. Department of Health and Human Services for the On-Line Data Collection System (OLDC) purpose only. In addition, I authorize the Director of the Division of Community Services to sign all assurances for the Community Services Block Grant (CSBG) and Low-Income Home Energy Assistance Program (LIHEAP) grant applications outlined in the respective statute, as amended. To comply with the LIHEAP statute, the Director of the Division of Community Services is duly authorized to certify that MDHS will comply with the 16 assurances contained in the LIHEAP Act, Title XXVI of the Omnibus Budget Reconciliation Act of 1981 as amended, in the administration and operation of its Low-Income Home Energy Assistance Program.

The Director of the Division of Community Services, Ms. Tina Ruffin, will serve as the state liaison for the implementation of the Community Services Block Grant and the Low-Income Home Energy Assistance Programs. All routine correspondence from your office should be directed to Ms. Ruffin and you may contact her directly at P.O. Box 352, Jackson, Mississippi 39205 or telephone (601) 359-4768.

Sincerely,

A handwritten signature in blue ink that reads "John Davis".

John Davis

JD:TR:nm

ATTACHMENT-LETTER OF DESIGNATION---UPDATED



PHIL BRYANT
GOVERNOR

August 8, 2019

Mr. Clarence H. Carter, Acting Director
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S. W., 5th Floor West
Washington, D. C. 20447

Dear Mr. Carter:

I hereby authorize Mr. Christopher Freeze, Executive Director of the Mississippi Department of Human Services (MDHS), to be the official signature authority for all funds appropriated to MDHS by the U.S. Department of Health and Human Services. In addition, I authorize Mr. Freeze to sign all assurances for the Community Services Block Grant (CSBG) and Low-Income Home Energy Assistance Program (LIHEAP) grant applications outlined in the respective statute, as amended. To comply with the LIHEAP statute, Mr. Freeze is duly authorized to certify that MDHS will comply with the 16 assurances contained in the LIHEAP Act, Title XXVI of the Omnibus Budget Reconciliation Act of 1981 as amended, in the administration and operation of its Low-Income Home Energy Assistance Program.

Should you need additional information, please contact Mr. Freeze at (601)359-4457 or P.O. Box 352, Jackson, Mississippi 39205.

Sincerely,


Phil Bryant
Governor

PB:CF:tr

cc: Mr. Christopher Freeze

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STATE OF MISSISSIPPI
Phil Bryant, Governor
DEPARTMENT OF HUMAN SERVICES
Christopher Freeze
Executive Director

August 15, 2019

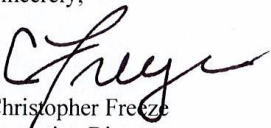
Mr. Clarence H. Carter, Acting Director
Office of Community Services
Administration for Children and Families
U.S. Department of Health and Human Services
370 L'Enfant Promenade, S. W., 5th Floor West
Washington, D. C. 20447

Dear Mr. Carter:

I hereby authorize the Director of the Division of Community Services (DCS) of the Mississippi Department of Human Services (MDHS), to be the official designee of signature authority for all funds appropriated to MDHS-DCS by the U. S. Department of Health and Human Services for the On-Line Data Collection System (OLDC) purpose only. In addition, I authorize the Director of the Division of Community Services to sign all assurances for the Community Services Block Grant (CSBG) and Low-Income Home Energy Assistance Program (LIHEAP) grant applications outlined in the respective statute, as amended. To comply with the LIHEAP statute, the Director of the Division of Community Services is duly authorized to certify that MDHS will comply with the 16 assurances contained in the LIHEAP Act, Title XXVI of the Omnibus Budget Reconciliation Act of 1981 as amended, in the administration and operation of its Low-Income Home Energy Assistance Program.

The Director of the Division of Community Services, Ms. Tina Ruffin, will serve as the state liaison for the implementation of the Community Services Block Grant and the Low-Income Home Energy Assistance Programs. All routine correspondence from your office should be directed to Ms. Ruffin and you may contact her directly at P.O. Box 352, Jackson, Mississippi 39205 or telephone (601) 359-4768.

Sincerely,


Christopher Freeze
Executive Director

CF:tr

ATTACHMENT-PUBLIC HEARING LEGAL NOTICE

**LEGAL GRANTS
(Block Grants)
MISSISSIPPI DEPARTMENT OF
HUMAN SERVICES
Division of Community Services
Legislative Public Hearing**

The Mississippi Department of Human Services, Division of Community Services will be conducting the Legislative Public Hearing on the Community Services Block Grant and Low-Income Home Energy Assistance Programs under Title 26 of the Omnibus Budget Reconciliation Act of 1981, as amended. The hearing for the 2020 programs is scheduled for Tuesday, June 25, 2019, at 11:00 am at Multi-County Community Service Agency, 2906 St. Paul Street, Meridian, Mississippi.

The Community Services Block Grant provides funds for a range of activities to ameliorate the causes and effects of poverty. For Fiscal Year 2020, at least 90 percent of the funds allocated to the State through these grants will be contracted to non-profit community action agencies, migrant seasonal farm worker organizations or community-based organizations that meet the eligibility requirements as described in Section 675 of the Community Services Block Grant Act, as amended. The eligibility requirements for the program are outlined in the application process.

The Low-Income Home Energy Assistance Program assists eligible households to pay the costs of home energy bills and other energy-related services, for example, wood, kerosene, electricity, gas, heaters, blankets, fans and air conditioners. For Fiscal Year 2020, at least 90 percent of the funds allocated to the State through these grants will be contracted to private, nonprofit, and public agencies designated in accordance with Public Law 97-35, as amended. The eligibility requirements for the program are outlined in the application process.

Copies of the state plans are available for review at the Mississippi Department of Human Services by calling 601-359-4768 or 1-800-421-0762.

Inquiries, comments or suggestions regarding the block grant plans and/or eligibility requirements must be received on or before July 2, 2019 by the Division of Community Services, P. O. Box 352, Jackson, Mississippi 39205. Public comments will be reviewed before finalizing the 2020 State Plans for these programs.

**DIVISION OF COMMUNITY SERVICES
MEMORANDUM**

TO: Lashanda Feazell,
Office of Procurement Services

FROM: Nicole McBeath
Division of Community Services

DATE: May 14, 2019

SUBJECT: Publication of Legal Notice

The Division of Community Services requests that a legal notice concerning the Legislative Public Hearing on the Community Services Block Grant and Low-Income Home Energy Assistance Programs be published in the classified section of the twelve newspapers listed (See attachment). The information should be advertised on **May 28, 2019 and June 11, 2019** and should appear one time in each newspaper. **Please send us the copies of the newspaper advertisements from three different publishers as soon as they are announced.**

Should you have any questions, please contact Nicole McBeath at 601-359-4765.

TMR:nm

Attachments

Attachments

Mississippi Department of Human Services
Division of Community Services

NEWSPAPERS

- | | | | |
|-----|---|-----|---|
| 7. | The Jackson Advocate
115 East Hamilton
Jackson, MS 39202 | 7. | The Clarion Ledger
Post Office Box 40
Jackson, MS 39205-0040 |
| 8. | The Natchez Democrat
Post Office Box 1447
Natchez, MS 39121-39221 | 8. | The Vicksburg Evening Post
Post Office Box 951
Vicksburg, MS 39180 |
| 9. | The Commercial Dispatch
Post Office Box 511
Columbus, MS 39703 | 9. | The Northeast MS Daily Journal
Post Office Box 909
Tupelo, MS 38801 |
| 10. | The Delta Democrat Times
Post Office Box 1618
Greenville, MS 38701 | 10. | The Hattiesburg American
Post Office Box 1111
Hattiesburg, MS 39401 |
| 11. | The Daily Corinthian
Post Office Box 119
Corinth, MS 38834 | 11. | The Clarksdale Press Registrar
Post Office Box 1119
Clarksdale, MS 38614 |
| 12. | The Gulf Publishing Company
Post Office Box 4567
Biloxi, MS 39535 | 12. | The Meridian Star
Post Office Box 1591
Meridian, MS 39301 |

ATTACHMENT- 2020 LIHEAP & CSBG PUBLIC HEARING AGENDA

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF COMMUNITY SERVICES**

**LEGISLATIVE PUBLIC HEARING
2020 LIHEAP & CSBG PROGRAMS**

**Multi-County Community Services Agency
2906 St. Paul Street
Meridian, Mississippi**

**Tuesday, June 25, 2019
11:00 p.m.**

AGENDA

Opening Remarks and Introduction.....	Tina Ruffin Office Director
Purpose of Hearing	
Presentation of FY 2020 State Plans	
• LIHEAP.....	Nicole McBeath Deputy Director
• CSBG.....	Tina Ruffin
Questions / Comments.....	Attendees
Closing Remarks	

ATTACHMENT- PUBLIC COMMENTS

COMMENTS FROM THE 2020 LEGISLATIVE PUBLIC HEARING

~~Will attach after hearing.~~ **See next several pages:**

Meeting In Re: 2020 CSBG/LIHEAP

Transcript of Proceedings

June 25, 2019

All depositions & exhibits are available for downloading at

[<www.brookscourtreporting.com>](http://www.brookscourtreporting.com)

Please call or e-mail depo@brookscourtreporting.com if you need a
Username and Password.



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MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF COMMUNITY SERVICES

LEGISLATIVE PUBLIC HEARING
2020 LIHEAP & CSBG PROGRAMS

Multi-County Community Services Agency
2906 St. Paul Street
Meridian, Mississippi

Tuesday, June 25th, 2019
11:00 p.m.

MS. TINA RUFFIN: On behalf of the Mississippi Department of Human Services, we welcome you to the fiscal year 2020 Community Services LIHEAP Grant and Low-Income Home Energy Assistance Program Legislative Public Hearing.

The purpose of this hearing is to inform the public of the CSBG Application pursuant to the Section 676AC3 of the Community Services Block Grant Act and the LIHEAP application under Title 26 of the Omnibus Budget Reconciliation Act of 1981.

We hold the hearing annually to present the goals and objectives of the State plans for funding for

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<p>1 the CSBG and LIHEAP Programs to the Department of Health 2 and Human Services. 3 Evidence that a Legislative Public Hearing on 4 the State plans was conducted, must be submitted with 5 the State plans. And the State plans must be made 6 available for public inspection, review, and comment. 7 Please, feel free to make comments, ask 8 questions, and participate in this session. And we look 9 forward for your continued support in the year 2020. 10 At this time, we would like to thank our 11 legislatures in attendance and any other public 12 officials. If we have any legislatures or public 13 officials, would you, please, stand and give us your 14 name. Senator Norwood. Senator Sollie Norwood is in 15 attendance. Any other public officials? Okay. Thank 16 you. 17 And I would also like to thank all of you for 18 participating today. I see a lot of our Community 19 Action Agencies. I would like to thank my staff also. 20 We will follow the Agenda. First, we will 21 have Ms. Nicole McBeath to present the LIHEAP State 22 Plans. 23 MS. MCBEATH: Good morning, everyone. 24 AUDIENCE: Good morning. 25 MS. MCBEATH: The purpose of LIHEAP, the</p>	<p>1 consumption for LIHEAP recipient households. And to 2 perform whole house weatherization measures to a 3 designated number of homes using LIHEAP funds, targeting 4 households where at least one member is elderly, 5 disabled, or a small child to reduce the energy cost 6 consumption of the household. 7 The LIHEAP Benefit Matrix. Federal LIHEAP Act 8 stipulates that the households with the lowest income 9 receive the greatest LIHEAP benefit. The maximum amount 10 a client can receive per program year from January 1 11 through December 31st is \$1500. And based on the 12 income, limits may be less than the maximum benefit 13 amount. LIHEAP benefits are grouped and capped by 14 categories, by energy types, such as electricity, 15 natural gas, propane, other fuel, and wood. And each 16 energy type has a maximum benefit. 17 This is the example of the LIHEAP Benefit 18 Matrix, showing the different income levels in the 19 household size. So, for example, a household size of 20 one with income between 0 to \$3,035, can receive up to 21 \$800 in propane, 700 in electric, or 700 in natural gas, 22 400 in wood or other fuel for a maximum benefit amount 23 of \$1500. 24 If the house is total electric, they can 25 receive the whole allotment of \$1500 for the electric</p>
Page 3	Page 5
<p>1 LIHEAP statute, Title 26 of Omnibus Budget 2 Reconciliation Act of 1981 states, the purpose of LIHEAP 3 is to assist eligible household with the cost of their 4 home energy bill such as electricity, gas, kerosene, 5 wood, et cetera, and other energy related services like 6 air-conditions, heaters, hot water heaters, blankets, 7 and fans. 8 LIHEAP -- LIHEAP defines vulnerable population 9 as children 0 to five years of age, older adults, person 10 with chronic health conditions, homeless persons, 11 low-income people, and disabled person. And studies 12 have shown that high outdoor temp lead to higher indoor 13 temp, especially, for certain structures, which means 14 pre-existing health conditions make each population more 15 vulnerable. 16 These are the LIHEAP goals, and I will only 17 address a few of them. And they are to target and 18 provide financial assistance and consumer education to 19 all low-income households being served, taking into 20 account both energy consumption and vulnerability of one 21 or more household members disabled, elderly, or 22 children, while at the same time reducing the client's 23 burden of energy cost and consumption. 24 To increase energy portability for LIHEAP 25 recipient households. To increase efficiency of energy</p>	<p>1 bill. And as you can see, as the income increases for a 2 household size of one, the benefit amount goes down. 3 The 2019 Federal Poverty Guidelines for CSBG 4 LIHEAP and Weatherization Program. This is effective 5 October 1, 2018. And this chart will be replaced as 6 soon as we receive all the updated poverty guidelines 7 for each program. 8 But this chart is used to determine income 9 eligibility for the client. So the first column is the 10 number in the household from one to 20 members. The 11 second column is the Federal Poverty Guidelines annual 12 income. The third column is the CSBG Federal Poverty 13 Guidelines. And Tina will address that in the CSBG 14 State claim. And the last column is the LIHEAP, which 15 is 60 percent of the State Median Income. 16 So for a household size of one, they are 17 eligible for LIHEAP if they make \$19,089 or less. And 18 you can see the number there, that it goes on, you'll be 19 able to determine. But it's also set up in the Virtual 20 Loan Assistant. And if the number of people in the 21 household exceeds 20, please, contact the Division of 22 Community Services for the annual income. 23 The next few slides shows the 2020 LIHEAP 24 Tentative Allocations, which is based on the current 25 2019 LIHEAP final award. Once we receive the 2020</p>

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<p>Page 6</p> <p>1 LIHEAP final award, these allocations will be revised 2 through modifications. 3 The first column list the agencies name. 4 Okay. The first column is the agency name and the 5 counties they serve. The second column represents the 6 2010 census poverty percentage for each county. The 7 next column is the total allocations for each county. 8 And to the right of the total allocation are the 9 allowable activities and the amount that can be budgeted 10 for each activity. 11 And those activities are; Administration, 12 Program Assistance, ECIP, which is Energy Crisis 13 Intervention Program. And then we have Assurance 16. 14 This is a new activity, and it's also optional. You no 15 longer have a Program Support activity. The funds have 16 been transferred into your Program Assistance activity 17 to cover salaries, fringes, and travel. The new 18 activity if granted approval to you, will be the 19 Assurance 16. Tina will address that Assurance 16 in 20 details later. And it's also addressed in your 2020 21 LIHEAP notice of funded availability package that I will 22 be handing out to each and every one of you later on 23 today. I will not go through these, but we will give 24 you a chance to look at the allocations. 25 Okay. This chart shows the 2018 LIHEAP</p>	<p>Page 8</p> <p>1 Opportunities. Hinds County Human Resource Agency. 2 Jackson County Civic Action Committee. LIFT, 3 Incorporated. Madison County Citizen Service Agency. 4 Mid-State Opportunity. Multi-County Community Services 5 Agency. Northeast Mississippi Community services. 6 PRVO. Prairie Opportunity. Rankin County Human 7 Resource Agency. South Central Community Action Agency. 8 Southwest Opportunity. Sunflower Humphreys Counties 9 Progress. And WWISCAA. 10 The Legislative Public Hearing Requirements. 11 Legislative Public Hearing, Federal fiscal year 2020 12 CSBG/LIHEAP Legislative Public Hearing held on June 13 25th, 2019. Notice of the public hearing appeared in 12 14 different Newspapers statewide. Public Inspection of 15 the Plan. Federal fiscal year 2020 CSBG/LIHEAP State 16 Plan availability for inspection was made known in the 17 Public Hearing announcement described above. 18 Opportunities for comments were also available during 19 the Public Hearing held on June 25th, 2019, at 20 Multi-County Community Services Agency in Meridian. 21 At this time, I will turn over the questions, 22 comments, and concerns. And I ask that if you have any 23 questions, please, stand, state your full name, the 24 agency or organization you are affiliated with and then 25 proceed.</p>
<p>Page 7</p> <p>1 household overall assistance by type of assistance for 2 the period of October 1, 2017, for September 30th, 2018. 3 For bill payment assistance, there was a total of 45,934 4 households. For any type of LIHEAP assistance received, 5 there was a total 46,361 households. And this number 6 was unduplicated. Homes weatherized was 394. Emergency 7 equipment 2,008 households. Year round crisis 4,081 8 households. Cool and assistance 23,753 households. And 9 heating assistance 33,497 households. 10 The next chart is a 2018 LIHEAP Performance 11 Measures Comparison by LIHEAP Average Households versus 12 High Burden Households for the period of October 1, 2017 13 through September 30, 2018. For overall benefits, the 14 average household received \$561 in benefit versus the 15 high burden household that received \$585 in benefits. 16 For electricity, the average household receive \$564. 17 And the high burden received \$577. For natural gas, the 18 average household received \$537. And high burden 19 received \$612. And for propane, the average household 20 received \$738 in benefits. And the high burden received 21 \$774 in benefits. 22 These are a list of the Community Action 23 Agencies that we administer the LIHEAP program to and 24 the Counties they serve. And they are: AJFC. Bolivar 25 County. Central Mississippi, Incorporated. Coahoma</p>	<p>Page 9</p> <p>1 MR. ROGER LUTRELL: Vice President of Planning 2 Development for Hinds County Human Resource Agency. 3 MS. MCBEATH: Can you repeat that name again? 4 MR. ROGER LUTRELL: Roger Lutrell, Vice 5 President of Planning and Development for Hinds County 6 Human Resource Agency. I just wanted to make just a 7 general comment, not so much just a question. But I 8 just want it to be in the minutes that in the plan of 9 some concerns from reading through that maybe that the 10 involvement of community action as collaborating on the 11 development on the State plan, maybe didn't get a chance 12 to have as much input as would like. And I had some 13 concerns about some requirements in there as it might 14 relate to kind of affecting the local control of what a 15 CSBG, its purpose was. Also, maybe alining us with some 16 service driven agencies such as family first. They may 17 not have kind of the same mantra or the same outcome 18 driven or language that we've adopted throughout the 19 years through Roma, and are logic models, those seem to 20 be more service driven agencies versus what we do. 21 There's also with LIHEAP, one thing that I 22 wanted to say, maybe there could be a policy 23 consideration. One thing that seems to be apparent that 24 finds her are kind of picking up on cycle emergency and 25 everything instance kind of be an emergency. And that</p>

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<p>Page 10</p> <p>1 there maybe could be a -- maybe some different 2 allocation structures, maybe a first or second summer in 3 the winter. Or we can go on January and then maybe 4 again in June versus the model that we're in now. 5 It seems to affect our clients some. Our 6 Seniors come in with very small bills versus non-seniors 7 and disabled that come in with very large extreme bills. 8 And so we seem to kind of continually serve the same 9 kind of customers and clients over and over and over 10 again. And so maybe just some consideration on that. 11 That's all I have for now. 12 MS. MCBEATH: All right. Thank you, Mr. 13 Lutrell. Anyone else? Okay. Well that concludes the 14 LIHEAP State Plan portion of the Public Hearing. Now 15 Tina Ruffin will come with the CSBG State Plans. 16 MS. RUFFIN: The Community Services Block 17 Grant or CSBG as we normally call it. The State Plan 18 serves as the State of Mississippi's application to 19 receive Federal CSBG funding. 20 In the State Plan, we've described our 21 proposed use of the new year money, the 2020 money to 22 produce positive outcomes towards the elimination of the 23 causes and effects of poverty. 24 These slides also show the Agencies that 25 receive the CSBG funding, and I will go over those:</p>	<p>Page 12</p> <p>1 send in suggestions and comments at that time. 2 Opportunities for comment are also available 3 during this public hearing. And the comment period will 4 be open until one week I believe from -- 5 MS. MCBEATH: July 2nd. 6 MS. RUFFIN: July 2nd. So if any of you have 7 any comments, suggestions, you may submit that in 8 writing to the Department of Human Services at that 9 time. Purposes of CSBG funds, CSBG is used to remove 10 obstacles and solve problems that block the achievement 11 of self-sufficiency of low-income households. It also 12 helps households secure and retain meaningful 13 employment. Households address an adequate -- obtain an 14 adequate education. Make better use of vacant income. 15 That's through our budgeting component. Achieve great 16 participation in the affairs of the communities 17 involved. Obtain and maintain adequate housing and a 18 suitable living environment and obtain emergency 19 assistance through loans, grants, or other means to meet 20 immediate and urgent family and individual needs. 21 And the State of Mississippi lists numerous 22 goals, objectives, and assurances. I will not go over 23 all of them, but I will cover the main ones that we 24 submit for funding. 25 The main components of CSBG that we focus on</p>
<p>Page 11</p> <p>1 AJFC. Bolivar County. Central Mississippi. Coahoma. 2 Hinds County Human Resource Agency. Jackson County 3 Civic Action Committee. LIFT, Incorporated. Mid-State 4 Opportunity. Multi-County. Northeast Mississippi 5 Community Services. PRVO. Prairie Opportunity. South 6 Central CAA. Southwest Mississippi Opportunity. 7 Sunflower Humphreys Counties Progress. And WWISCAA. 8 Now for 2020, one agency that was funded last 9 year has relinquished their grant, their CSBG and LIHEAP 10 grants. And I don't believe Nicole addressed that in 11 the LIHEAP Public Hearing, but that is United. Now the 12 counties United served will be temporarily assigned to 13 Northeast Community Services as part of the CSBG Act. 14 Counties that are continuous with one another are more 15 prone to receive the funding. So we have decided at 16 Human Services, that until we put those counties out for 17 bid, the Northeast will administer those services. 18 Legislative Public Hearing Requirements. The 19 Public Hearing is held on June 25th, 2019. Notes of the 20 CSBG Public Hearing appeared in 12 newspapers statewide. 21 The State Plan, the CSBG State Plan availability for 22 inspection was made known in the public hearing 23 announcement described above. And also, all Community 24 Action Agencies received the State Plan through virtual 25 Roma. So everybody had a chance to make a comment or</p>	<p>Page 13</p> <p>1 as a state are, education, employment, and housing. So 2 a lot of our service provision revolves around those 3 three objectives. So in the State Plan, and as part of 4 your -- we require agencies to develop a comprehensive 5 employment plan, to inform clients about the 6 availability of jobs and training opportunities. We 7 offer resume development and employee outreach plan. We 8 require entities to secure formal partnership with 9 different organizations in efforts to meet all the needs 10 of the clients when services are possible. Most 11 agencies don't cover the same services, so that's why we 12 ask agencies to partner with local and state entities to 13 make sure that all the needs of a household are met. 14 Another goal is to emphasize the need for 15 legal effective and quality Board of Directors, ensuring 16 diversity and service delivery, community involvement, 17 and partnerships. 18 We also require that agencies develop and 19 implement outreach plans to meet the needs of challenged 20 individuals or disabled individuals, children with 21 special needs, and to provide disastrous services when 22 we have emergencies. We also require agencies to 23 maintain Virtual Roma complaints. And that is our 24 computer system. 25 And as you can see, there are a whole host of</p>

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<p>Page 14</p> <p>1 other goals, objectives, which every year, we basically 2 meet these goals and objectives. But we do make 3 changes, modifications to them. And in your notebooks 4 in your contracts, y'all tell us how you will make sure 5 these goals and objectives are achieved prior to 6 funding.</p> <p>7 Now as part of the CSBG statutory authority 8 public law 105-285 section 678B, there's a Tripartite 9 Board requirement for eligible entities. CSBG program 10 must be administered through this Tripartite Board. The 11 Board members must be selected according to agency 12 bylaws, and the Board must participate fully in the 13 development planning, implementation, and evaluation of 14 the CSBG programs.</p> <p>15 Also, it's required as part of the CSBG Act, 16 board composition must be made up of public officials 17 individuals, low-income individuals, and the private 18 sector. Now one-third of the Board, must be elected 19 public officials, holding office on the date of 20 selection or their representative. If the number of 21 elective public officials available to serve is less 22 than a third, appointed officials may be counted as 23 meeting a requirement. Not less than one-third of the 24 membership must be low-income individuals chosen by 25 democratic selection process. That process must be</p>	<p>Page 16</p> <p>1 discretionary projects statewide related to purpose of 2 the Act and the Six National goals.</p> <p>3 And this year, we're submitting these 4 percentages as part of the State Plan based on the money 5 that was allocated last year. 66 percent goes toward 6 capacity building, and that means for training and 7 technical assistance to the eligible entities. IT needs 8 for Virtual Roma system and also staff training. Of 9 that, we also fund the State Association. And the 10 remainder 34 percent goes toward other CSBG purposes 11 such as for new and existing projects for seniors and 12 youth.</p> <p>13 Right now, these are the current poverty 14 guidelines as Nicole mentioned earlier. These will be 15 updated as soon as we get the final amount for the 16 LIHEAP six percent. But everything will be effective 17 October 1 even though the program year for the CSBG 18 program starts January 1, but this chart will be 19 updated.</p> <p>20 The following slides are the attentive 21 allocations that we will fund the Community Action 22 Agencies and Human Resource Agencies. And I won't go 23 over them one by one. But it is based on current year 24 money. And as I mentioned earlier, all eligible entries 25 from last year will be funded, which is, you know, a</p>
<p>Page 15</p> <p>1 outlined in your bylaws. That person must be 2 representative of the individuals and families served, 3 and if that person is selected to represent a specific 4 neighborhood, the member must live -- must reside in 5 that neighborhood. And then the remaining one-third 6 must be made of a representatives from the private 7 sector, which includes members from business, industry, 8 labor, religious organizations, and et cetera.</p> <p>9 In accordance with the CSBG Act, the 10 distribution and allocation of funds must be as follows: 11 90 percent must go -- must be distributed to the State's 12 eligible entities. And that's Community Action Agencies 13 and/or Human Resource Agencies.</p> <p>14 The remaining ten percent of that five percent 15 goes to the State for our administrative cost. And then 16 the remaining five percent is put into discretionary 17 funding.</p> <p>18 Okay. Of the 90 percent that's allocated to 19 eligible entities, 25 percent of that must be allocated 20 to supportive services to provides direct plan services. 21 15 percent may be used for administration, and then up 22 to 60 percent may be used for the case management 23 activity.</p> <p>24 Now I mentioned earlier about the five percent 25 discretionary funds. That money is used to support</p>	<p>Page 17</p> <p>1 requirement of the Act except for United who has 2 relinquished their grant.</p> <p>3 Now the following chart is just a list of some 4 of the services that we provide as part of case 5 management, and I won't go over each one of those. But 6 the main categories are employment. And also, some of 7 these categories, the name has changed based on Federal 8 requirements. But it's employment, education and 9 cognitive development, housing, income and asset 10 building, health and social behavior development, 11 emergency services, and nutrition.</p> <p>12 Just to give you an idea of some of the 13 progress in the performance that we did from last year 14 from program year January 1 through December 31st, 2018. 15 These are some of the categories that we reported to HHS 16 statewide in the annual report. That's the report that 17 we have to submit annually now to HHS to let them know 18 what we do statewide, the services that are provided, 19 how CSBG funds are used to make a difference in the 20 lives of our clients.</p> <p>21 For employment, unemployed adults who obtain 22 employment up to minimum wage, we serve 1,286 clients. 23 Unemployed adults who obtain employment with the minimum 24 wage or higher 865. Education and cognitive development 25 -- and you'll see the different categories. Individuals</p>

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<p>Page 18</p> <p>1 who obtain a high school diploma, diploma or an 2 equivalent certificate or diploma 195. Individuals who 3 obtain a recognized credential, certificate, or degree 4 relating to the achievement of education or vocational 5 skills 346. Individuals who obtain an Associate's 6 degree 88. An individuals who obtained Bachelor's 7 degree is 63. 8 And I'll skip over to housing. Households who 9 obtain safe and affordable housing 1,752. Households 10 who avoided eviction 1,728. And households who avoided 11 foreclosure 649. So you see that our performance really 12 means a lot in the lives of low-income citizens to make 13 sure that they have safe and affordable housing, get 14 adequate jobs, and also education. 15 Now this slide is new this year. And we felt 16 like it was something worthy of communicated to 17 everybody. And that's part of our agency capacity 18 building. I remember a few years ago, we only had one 19 or two national certified trainers in the State. But 20 due to our partnership and hard work that the 21 Association has done and agency staff, agency directors 22 got onboard, I am pleased to stay that the State of 23 Mississippi now has five national certified Roma 24 trainers. Ten national Roma implementers. 13 certified 25 community action professionals. 16 stamped with child</p>	<p>Page 20</p> <p>1 for living wage, and I'm wondering if that will become a 2 common definition across the State or how we're going to 3 handle that? Because it was quite eye opening when we 4 went to the MIT website and saw that we were not 5 actually calculating correctly. 6 MS. RUFFIN: Okay. Actually, Lorrain and I 7 were talking about that, we are working on that. 8 Hopefully within the next month or two, we will be able 9 to put something out there as far as a statewide living 10 wage and give everybody a basis to follow. Ms. Portus? 11 Stand up and identify yourself, please. 12 MS. PORTUS: Lorrain Portus, Division of 13 Community Services. The question I had, you said that 14 the State of Mississippi has three primary areas of 15 focus, and that was: Employment, education, and 16 housing. So we know that our agencies typically do more 17 than that. So I was just wondering, is that something 18 that they should be focusing on when they do their 19 community needs assessment? Or how does that fold into 20 their objectives for 2020? 21 MS. RUFFIN: You have to address in your 22 community action plans your top three issues. Now it 23 may not be education, housing and -- 24 MS. PORTUS: Employment. 25 MS. RUFFIN: -- employment. It may be</p>
<p>Page 19</p> <p>1 development certification. And 32 stamped with a family 2 development certification. This all -- this information 3 also came out of the annual report that y'all submitted 4 to us. And I would like to ask agencies to go back and 5 look at that stamped with child development 6 certification because I really believe we have more 7 based on the number of head start agencies that we have. 8 That number seems kind of low to me. But if y'all will 9 check on that. But I think we need to give ourselves a 10 hand because like I said, a few years ago, we only one. 11 And then when Candace became director, we had two. But 12 that speaks volumes that we are really getting in tune 13 with the certifications and making sure our staff is 14 capable and able and available and really want to make a 15 difference in the lives of our citizens. 16 All right. I will open it up now for any 17 questions, comments, or concerns for the CSBG State 18 Plan. Ms. Lee Ann? 19 MS. KENDRICK: I have a question -- 20 MS. RUFFIN: Well first, I'm sorry. Give your 21 name, full name and everything and your agency. 22 MS. KENDRICK: I'm Lee Ann Kendrick. I work 23 for Jackson County Civic Action down on the Coast. I 24 have a question about the living wage. This year we 25 submitted or last year we submitted what we were using</p>	<p>Page 21</p> <p>1 something else. But that's depended upon your 2 community. So the top ones usually for the State would 3 be those three. But when you do your community stress 4 and needs assessment, if you see that another area is 5 more prevalent, then you would address that, those top 6 three issues in your subgrants. 7 MS. LUCKETT: Hello. (Inaudible). 8 MS. MCBEATH: Excuse me, can you repeat your 9 name again? 10 MS. LUCKETT: Cheyennedra Luckett. 11 MS. MCBEATH: Okay. 12 MS. LUCKETT: Earlier, Ms. McBeath was talking 13 about the Assurance 16 certifications. (Inaudible). I 14 was just wanting to know what that entailed. 15 MS. RUFFIN: Okay. Let me address that 16 question afterwards because that's LIHEAP. 17 MS. LUCKETT: Okay. 18 MS. RUFFIN: And I will be meeting with the 19 Association afterwards and go into that in more detail. 20 MS. LUCKETT: Okay. 21 MS. RUFFIN: Okay. Anymore questions 22 regarding CSBG? 23 MR. LUTRELL: I've got one. Roger Lutrell, 24 Hinds County Human Resource Agency. Just a -- I guess 25 just a general comment. I'm not sure if the State Plan</p>

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<p>Page 22</p> <p>1 talked about the development of the State Plan in 2 coordination and communication from our state and 3 association as well as eligible entities. And I'm not 4 sure if we didn't get communication on that or when that 5 development piece was other than just an open comment 6 period? And if so, it may be something that I need to 7 communicate directly to get on an e-mail to this. 8 MS. RUFFIN: Okay. That information was put 9 out on Virtual Roma. And we asked for agencies at that 10 time to send us any comments or suggestions on it. 11 Now there will be an association meeting 12 directly following the public hearing. And if there are 13 any concerns, we had asked agencies to, you know, write 14 their concerns down and go ahead and send them to us. 15 Or you can present it at the Association Meeting. 16 MR. LUTRELL: Thank you. Also one more. Like 17 maybe a consideration on additional budget modifications 18 through the year. I'm not sure whether that is 19 addressed in the State Plan, however, sometimes becomes 20 cumbersome to forecast percentages, staffing, you know, 21 throughout the entire 12 months for a big agency and 22 with one allocate -- one modification through the year, 23 sometimes it's hard to really forecast and put that out 24 there. Just a general comment for consideration on 25 maybe an additional budget modification.</p>	<p>Page 24</p> <p>1 for the local community. And it really made my heart 2 glad to see the level of commitment and the hard work 3 Multi-County is doing to serve our clients. 4 I would also like to thank my staff for 5 pulling the information together for the Public Hearing 6 and the State Plans. A lot of time, my folks don't 7 really get the recognition, and I know how hard we work 8 to make sure that all the State Plans are out, their 9 notebooks are out. Make sure we get the -- once the 10 DHHS sends back to us and tells us, you know, you need 11 to correct this, you need to correct that for us to get 12 the money, we're scrambling, you know, like ants in an 13 ant hill trying to make sure we get everything completed 14 so that y'all can get your money on time and also to 15 review the contracts and everything. So I ask that 16 y'all be patient with us as you have been and make sure 17 when you get your notebooks, that you review them 18 thoroughly to make sure everything is addressed, make 19 sure that your budget is calculated properly, that we 20 have allowable cost out there to help us with the review 21 process. 22 If no other -- if there are no other comments 23 or suggestions, this concludes the 2020 Legislative 24 Public Hearing for the CSBG program. Thank you. 25 (The time is now 11:45 a.m.)</p>
<p>Page 23</p> <p>1 MS. RUFFIN: Okay. And, Mr. Lutrell, that is 2 department policy, it was in your subgrantee manual that 3 only one modification is allowed per year unless 4 requested to the Director. So if y'all are in need of 5 another modification, you just need to put that in 6 writing to me and let us consider it. Okay. 7 MR. LUTRELL: Thank you. 8 MS. RUFFIN: Thank you. Any other questions? 9 Ms. Lee Ann? 10 MS. KENDRICK: I just want to make a comment 11 about the child development associate. I think the 12 number might be low because that's kind of going away. 13 Most -- I know with our head start, I would rather count 14 the Associate or Bachelor's degree. 15 MS. RUFFIN: Okay. 16 MS. KENDRICK: And many of them don't even 17 come with a CDA anymore unless it's a teacher. 18 MS. RUFFIN: Okay. Okay. Thank you. Any 19 further comments or questions? 20 If not, I would like to thank everyone for 21 your attendance. I see Senator Norwood has stepped out. 22 But I also want to thank Mr. Collier for allowing us to 23 hold the Hearing here in such a wonderful facility. And 24 earlier, he took me around to show me some of the 25 projects and things that Multi-County is doing with CSBG</p>	<p>Page 25</p> <p>1 CERTIFICATE 2 STATE OF MISSISSIPPI 3 COUNTY OF HINDS 4 I, MELLIE PIERCE, hereby certify that the 5 above and foregoing deposition was taken down by me on 6 Computerized Stenotype, and the questions and answers 7 thereto were transcribed by me, and that the foregoing 8 represents a true and correct transcript of the 9 deposition given by said witness upon said hearing. 10 I further certify that I am neither of 11 counsel nor of kin to the parties in the action, nor am 12 I in any way interested in the result of said cause. 13 14 15 MELLIE M. PIERCE, CCR #1933 16 17 My Commission Expires: 10/04/19 18 19 20 21 22 23 24 25</p>

7 (Pages 22 to 25)

Jackson
Gulfport

Brooks Court Reporting
1-800-245-3376

Meridian
New Orleans

1 C E R T I F I C A T E

2 STATE OF MISSISSIPPI

3 COUNTY OF HINDS

4 I, MELLIE PIERCE, hereby certify that the
5 above and foregoing deposition was taken down by me on
6 Computerized Stenotype, and the questions and answers
7 thereto were transcribed by me, and that the foregoing
8 represents a true and correct transcript of the
9 deposition given by said witness upon said hearing.

10 I further certify that I am neither of
11 counsel nor of kin to the parties in the action, nor am
12 I in any way interested in the result of said cause.

13 *Mellie M. Pierce*
14 _____

15 MELLIE M. PIERCE, CCR #1933.

16
17 My Commission Expires: 10/04/19



ATTACHMENT-ELIGIBLE ENTITIES

AJFC (Nonprofit)
P.O. Box 3011
1038 N. Union, Bldg A.
Natchez, MS 39120
(601) 442-8681 or 1-855-443-8681
Fax (601) 442-9572
Executive Director: Sandra Sewell

Adams, Claiborne, Copiah, Franklin, Jefferson, Lawrence and Lincoln

Bolivar County (Nonprofit)
810 East Sunflower Road
Suite 120
Cleveland, MS 38732
(662) 846-1491
Fax (662) 283-2352
Executive Director: Elnora Littleton

Bolivar

Central Mississippi, Inc. (Nonprofit)
P.O. Box 749
101 South Central Ave.
Winona, MS 38967
(662) 283-4781
Fax (662) 283-2352
Executive Director: Pamela Gary

Attala, Carroll, Grenada, Holmes, Leflore, Montgomery and Yalobusha

Coahoma Opportunities, Inc. (Nonprofit)
P.O. Box 1445
115 Issaquena Ave.
Clarksdale, MS 38614
(662) 624-4887
Fax (662) 624-4915
Executive Director: Edward Seals

Coahoma

Hinds County Human Resource Agency (Public)
P.O. Box 22657
258 Maddox Road
Jackson, MS 39212
(601) 923-3930
Fax (601) 923-3925
President/CEO: Kenn Cockrell

Hinds

Jackson County CAA (Nonprofit)
P.O. Box 8723
5343 Jefferson Street
Moss Point, MS 39562
(228) 769-3292
Fax (228)769-3264
Executive Director: Diann Payne

Harrison, George, and Jackson

LIFT, Incorporated (Nonprofit)
2577 McCullough Blvd.
Belden, MS 38826
(662) 842-9511 or 1-800-844-5438
Fax (662)842-5575
Executive Director: Dorothy Leasy

Calhoun, Chickasaw, Itawamba, Lafayette, Lee, Monroe, Pontotoc and Union

Mid-State Opportunities Inc. (Nonprofit)
P.O. Box 270
204 North Church Street
Charleston, MS 38921
(662) 647-2463 or 1-800-523-6683
Fax (662)647-5868
Executive Director: Lynda Bradford

Panola, Quitman, Tallahatchie, Tunica, Tate and Desoto

Multi-County CSA (Nonprofit)
P.O. Box 905
2906 St. Paul Street
Meridian, MS 39302
(601) 483-4838 or 1-800-898-0659
Fax (601)428-9861
Executive Director: Ronald Collier

Clarke, Jasper, Kemper, Lauderdale, Neshoba, Newton, Scott, Smith and Wayne

Northeast MS CS (Nonprofit)
P.O. Box 930
801 Hatchie Street
Booneville, MS 38829
(662) 728-2118 or 1-877-728-2118
Fax (662)728-8720
Executive Director: Steve Gaines

Alcorn, Benton, Marshall, Prentiss, Tippah and Tishomingo

Pearl River Valley Opportunity (PRVO)

(Nonprofit)

P.O. Box 188

756 Hwy. 98 Bypass

Columbia, MS 39429

(601) 736-9564 or 1-866-736-9564

Fax (601)736-6288

Executive Director: Helmon Johnson

Covington, Greene, Hancock, Forrest, Jefferson Davis, Lamar, Marion, Pearl River, Jones, Perry, and Stone

Prairie Opportunity

(Nonprofit)

P.O. Box 1526

501 Hwy. 12 West

Suite 110

Starkville, MS 39759

(662) 323-3397 or 1-888-397-5550

Fax (662)323-8754

Executive Director: Laura Marshall

Choctaw, Clay, Leake, Lowndes, Noxubee, Oktibbeha, Webster and Winston

South Central Community Action Agency

(Nonprofit)

P.O. Box 6590

3891 I-55 South Frontage Road

Jackson, MS 39212

(769) 235-8224 or 1-866-313-2905

Fax (769)251-1017

Executive Director: Sheletta Buckley

Madison, Rankin and Simpson

Southwest Mississippi Opportunities

(Nonprofit)

P.O. Box 1667

4116 Hwy. 51 South

McComb, MS 39649

(601) 684-5593 or 1-800-250-7730

Fax (601)249-3996

Executive Director: William Franklin

Amite, Pike, Walthall and Wilkinson

Sunflower-Humphreys

(Nonprofit)

P.O. Box 908

414 Martin Luther King Dr.

Indianola, MS 38751

(662) 887-1431

Fax (662)887-4888

Executive Director: Christopher Carpenter

Humphreys and Sunflower

WWISCAA

(Nonprofit)

P.O. Box 1813

1538 Old Leland Road

Greenville, MS 38701

(662) 378-5857 or 1-800-820-8204

Fax (662)332-5191

Executive Director: Jannis Williams

Issaquena, Sharkey, Warren, Washington and Yazoo

ATTACHMENT- TENTATIVE FFY 2020 ALLOCATIONS

(These levels are dependent on the Federal CSBG award at the FFY 2019 level.
Adjustments will be made once the final FFY 2020 awards are known.)

Eligible Entities	Est. Allocation
AJFC CAA	\$560,944
Bolivar Co CAA	\$229,477
Central Mississippi	\$699,650
Coahoma Opportunities	\$163,184
Hinds County HRA	\$909,749
Jackson Co CAC	\$810,819
LIFT	\$883,232
Mid-State Opportunities	\$648,655
Multi County CSA	\$900,288 861,814
Northeast MS	\$515,049 535,049
PRVO	\$1,372,783
Prairie Opportunity	\$800,620
South Central CAA	\$536,467
Southwest MS	\$343,706
Sunflower-Humphreys Co	\$220,298
WWISCAA	\$642,536
Total	\$10,237,457 10,218,983

2020 CSBG Tentative Allocations May 2019

AJFC CAA

Adams	1.44%	146,865
Claiborne	0.62%	63,234
Copiah	1.10%	112,189
Franklin	0.32%	32,637
Jefferson	0.45%	45,895
Lawrence	0.43%	43,856
Lincoln	1.14%	116,268
Total	5.50%	560,944

Bolivar Co. CAA

Bolivar	2.25%	229,477
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Central Mississippi

Attala	0.75%	76,492
Carroll	0.38%	38,756
Grenada	0.89%	90,771
Holmes	1.39%	141,766
Leflore	2.33%	237,636
Montgomery	0.50%	50,995
Yalobusha	0.62%	63,234

Total	6.86%	699,650
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Coahoma Opportunities

Coahoma	1.60%	163,184
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Hinds County HRA

Hinds	8.92%	909,749
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Jackson Co. CAC

Jackson	3.20%	326,367
George	0.44%	44,876
Harrison	4.31%	439,576

Total	7.95%	810,819
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LIFT

Calhoun	0.51%	52,015
Chickasaw	0.77%	78,532
Itawamba	0.53%	54,055
Lafayette	1.54%	157,064
Lee	2.50%	254,975
Monroe	1.25%	127,487
Pontotoc	0.77%	78,532
Union	0.79%	80,572

Total	8.66%	883,232
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Mid-State Opportunities

Desoto	2.30%	234,577
Panola	1.65%	168,283
Quitman	0.48%	48,955
Tallahatchie	0.68%	69,353
Tate	0.75%	76,492
Tunica	0.50%	50,995

Total	6.36%	648,655
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Multi-County CSA

Clarke	0.62%	63,234
Jasper	0.64%	65,273
Kemper	0.37%	37,736
Lauderdale	2.68%	273,333
Newton	0.64%	65,273
Wayne	0.79%	80,572
EC Neshoba	1.05%	107,089
EC Scott	1.17%	119,328
EC Smith	0.49%	49,975
Services		38,474

Total	8.45%	900,288
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Northeast MS

Alcorn	0.99%	100,970
Benton	0.36%	36,716
Marshall	1.29%	131,567
Prentiss	0.89%	90,771
Tippah	0.83%	84,652
Tishomingo	0.69%	70,373

Total	3.86%	515,049
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PRVO

Covington	0.86%	87,711
Forrest	3.20%	326,367
Jeff Davis	0.59%	60,174
Jones	2.60%	264,154
Lamar	1.07%	109,129
Marion	1.06%	108,109
Pearl River	1.95%	198,880
Perry	0.44%	44,876
Greene	0.34%	34,677
Hancock	0.96%	97,910
Stone	0.40%	40,796

Total	13.46%	1,372,783
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Prairie Opportunity

Choctaw	0.34%	34,677
Clay	0.82%	83,632
Lowndes	1.99%	202,960
Noxubee	0.63%	64,254
Oktibbeha	2.27%	231,517
Webster	0.41%	41,816
Winston	0.68%	69,353
EC Leake	0.71%	72,413

Total	7.85%	800,620
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South Central CAA

Simpson	1.06%	108,109
Madison	2.03%	207,039
Rankin	2.17%	221,318

Total	5.26%	536,467
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Southwest MS

Amite	0.59%	60,174
Pike	1.75%	178,482
Walthall	0.58%	59,154
Wilkinson	0.45%	45,895

Total	3.37%	343,706
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Sunflower-Humphreys Co.

Humphreys	0.64%	65,273
Sunflower	1.52%	155,025

Total	2.16%	220,298
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WWISCAA

Issaquena	0.14%	14,279
Sharkey	0.29%	29,577
Warren	1.52%	155,025
Washington	3.03%	309,029
Yazoo	1.32%	134,627

Total	6.30%	642,536
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ATTACHMENT-FISCAL CONTROLS & MONITORING

Tentative 2020 CSBG Monitoring Schedule

CSBG Eligible Entities	Tentative Review Date	Last Review Date
AJFC Community Action Agency, Inc.	2020 June FY1 Q3	2018 June
Bolivar County Community Action Agency, Inc.	2020 Aug FY1 Q4	2018 August
Central Mississippi, Inc.	2020 April FY1 Q3	2018 April
Coahoma Opportunities, Inc.	2020-Dec FY1 Q1	2018-Dec
Hinds County Human Resource Agency	2020-Jan FY2 Q2	2019-Jan
Jackson County Civic Action Committee, Inc.	2020-July FY1 Q4	2018-July
LIFT, Inc.	2020 April FY1 Q3	2018 Oct
Mid State Opportunity, Inc.	2020 Oct FY1 Q1	2018 Oct
Multi-County Community Services Agency, Inc.	2020-April FY1 Q3	2018-Oct
Northeast MS Community Services, Inc.	2020 June FY1 Q3	2018 August
Pearl River Valley Opportunity, Inc.	2020-July FY1 Q4	2018-Sept
Prairie Opportunity, Inc.	2020-Mar FY1 Q2	2018-August
South Central Community Action Agency, Inc.	2020 May FY1 Q3	2018-Nov
Southwest Mississippi Opportunity, Inc.	2020-Feb FY1 Q2	2018-Feb
Sunflower-Humphreys Counties Progress, Inc.	2020 Mar FY1 Q2	2018 May
Warren-Washington-Issaquena-Sharkey Community Action Agency, Inc.	2020-June FY1 Q3	2018-June

ATTACHMENT-FISCAL CONTROLS & MONITORING
CSBG Monitoring Schedule

CSBG Eligible Entities	Target Quarter	Start Date	End Date
AJFC Community Action Agency, Inc.	FY1 Q2	3/18/2019	3/21/2019
Bolivar County Community Action Agency, Inc.	FY1 Q3	5/7/2019	5/10/2019
Central Mississippi, Inc.	FY1 Q3	5/13/2019	5/16/2019
Coahoma Opportunities, Inc.	FY1 Q3	6/18/2019	6/21/2019
Hinds County Human Resource Agency	FY1 Q4	7/9/2019	7/15/2019
Jackson County Civic Action Committee, Inc.	FY1 Q4	7/16/2018	7/24/2018
LIFT, Inc.	FY1 Q1	10/15/2018	10/19/2018
Mid-State Opportunity, Inc.	FY1 Q1	10/1/2018	10/4/2018
Multi-County Community Services Agency, Inc.	FY1 Q4	9/18/2018	9/21/2018
Northeast MS Community Services, Inc.	FY1 Q3	4/15/2019	4/18/2019
Pearl River Valley Opportunity, Inc.	FY1 Q3	6/17/2019	6/21/2019
Prairie Opportunity, Inc.	FY1 Q4	7/8/2019	7/12/2019
South Central Community Action Agency, Inc.	FY1 Q3	6/10/2019	6/13/2019
Southwest Mississippi Opportunity, Inc.	FY1 Q3	6/10/2019	6/14/2019
Sunflower-Humphreys Counties Progress, Inc.	FY1 Q3	5/1/2018	5/4/2018
Warren-Washington-Issaquena-Sharkey Community Action Agency, Inc.	FY1 Q4	7/16/2019	7/19/2019

ATTACHMENT-PROGRAM, FISCAL MONITORING AND AUDIT

Statutory reference 2605 (b)(10)

Fiscal, Accounting and Tracking Requirements

The State requires Subgrantees requesting CSBG funds to submit Monthly Cost Worksheets in Smartsheet. These Cost Worksheets show expenditures such as Case Management, Supportive Services and Administration (by cost category and line items). Subgrantees are required to submit Claim Support Forms (to request funds) based on current needs. Federal funds made available to the State under this title will disburse administrative and programmatic funds to Subgrantees in accordance with the CSBG Act, and the overall contractual allocation for each subgrantee regulates the maximum allowable expenditures. The expenditures and draw downs are processed in the MDHS-Division of Budgets and Accounting, Office of Procurement Services where the SF-425 Federal Fiscal Reports (FFR) are generated as well as the monthly reports for DCS verification and tracking. Documentation from Virtual ROMA will be required to support costs reflected on Cost Worksheets and Claims Support Forms as a means to adhere to mandates by Division of Program Integrity (DPI) to monitor costs reported for the month. Procedural manuals are in place which covers a range of fiscal and accounting rules and regulations with which Subgrantees must comply. Also, to further account for CSBG federal funds, 16 of 17 DCS Subgrantees use the same accounting software, GMS, which allows tracking through Virtual ROMA. It allows easy access in training new personnel, as well as existing personnel in the effective use of the GMS software and DCS requirements.

Subgrantees are required to have and submit an annual audit performed annually by an independent Certified Public Accountant. Also, the State complies with the Single Audit Act requirement.

The State continuously provides training and technical assistance to the subgrantees on program and fiscal management to enhance program compliance and quality service delivery to eligible households, and special training for new staff to ensure program compliance.

Subgrants will be monitored annually by the Division of Program Integrity. Periodic reviews to the subgrantee, both announced and unannounced will be conducted by the Division of Community Services.

The Director of Monitoring and the Supervisor of Single Audit Finding review audit findings, and forward them to the Division of Community Services and the Monitoring Supervisor. Audit findings are placed on a spreadsheet and addressed during monitoring visits with the entity and addressed on the monitoring report.

ATTACHMENT- COMPLIANCE MONITORING

Statutory Reference-2605(b)(10)
Division of Monitoring (DPI)

MONITORING

The Mississippi Department of Human Services (MDHS) is required to monitor the activities of its subgrantees by following the Single Audit Act Amendments of 1996, the Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and the OMB Circular A-133 Compliance Supplement. MDHS shall monitor each project, program, subgrant, function, or activity supported by a Federal award to assure compliance with applicable Federal regulations and that performance goals are achieved.

POLICY

MDHS has established uniform monitoring policies designed to ensure that all subgrants under the jurisdiction of MDHS are administered in compliance with Federal requirements and with the terms of the subgrant agreements. Monitoring subgrants, for compliance with the applicable Federal regulations, State laws, Agency policies, and the terms of the subgrant agreements, is the responsibility of the MDHS Division of Program Integrity.

Subgrant monitoring procedures may include several of the various options available. These options include: reviewing reports submitted by the subgrantee; reviewing documentation supporting expenses reported under MDHS subgrants; reviewing the subgrantee's single audit or program-specific audit results and evaluating audit findings and the subgrantee's corrective action plan; performing on-site reviews of fiscal and programmatic records and observing subgrantee operations; and/or, arranging for limited scope audits of specific compliance areas.

Planning Considerations

When determining the extent of monitoring procedures to perform, MDHS will consider factors **such as the amount of the subgrant, the percentage of a Federal program's total funds awarded to** subgrantees, and the complexity of the compliance requirements. To determine the appropriateness of monitoring procedures, MDHS will consider the cost-effectiveness of monitoring procedures compared to the relative size and complexity of the Federal awards administered by the subgrantee. The following factors will also be considered when determining the monitoring procedures to be performed to ensure compliance with the Federal regulations, State laws, Agency policies and procedures, and the terms of the subgrant agreement:

- 1.The amount of the subgrant in relation to the total amount of the program;
- 2.Prior experience of the subgrantee operating subgrants supported by Federal funds;
- 3.Results of the MDHS follow-up on prior year single audit findings;

4. Results of the review of documents submitted by the subgrantee;
5. Results of the desk review of supporting documentation for expenditures;
6. Results of previous on-site fiscal and programmatic reviews; and/or,
7. Specific requests by the MDHS Executive Director or Funding Division Director.

Monitoring Procedures

1. Review of Reports Submitted by Subgrantees

Subgrants may be monitored by reviewing reports submitted by the subgrantee for compliance with the subgrant agreement and program instructions. For example, the monthly reporting worksheets may be reviewed for accuracy and completeness or the quarterly programmatic report may be reviewed to ensure that each element of the Scope of Services is being met.

2. Review of Supporting Documentation for Expenditures

Subgrants may be monitored by performing a desk review of supporting documentation for expenditures reported under the subgrant. This review consists of contacting the subgrantee and requesting documents to support certain amounts included on the subgrantee's reporting worksheets. These documents will be examined by the monitors to determine compliance with the subgrant agreement and with State and Federal regulations. The results of the desk review will be communicated in a written report to the subgrantee and to the MDHS Funding Division.

Desk reviews may be conducted at any time by staff of the MDHS, Division of Program Integrity. The desk review procedure may be used in lieu of or in conjunction with an on-site fiscal review or as a follow-up to an on-site fiscal review to ensure that corrective actions have been implemented.

Fiscal monitoring through a desk review will include, at a minimum, a review of all documents to **support all expenses reported for one month of the subgrant period. Documents shall be reviewed** to support costs reported on the reporting worksheet submitted for the month in which the highest dollar amount of expenses was reported as of the date that the schedule letter was prepared to begin the desk review and request support documents.

When fiscal monitoring is initiated through a desk review and sufficient documents are not provided by the subgrantee/contractor to support costs reported on the reporting worksheet, the desk review shall cease and fiscal monitoring shall be completed through an on-site review.

Fiscal monitoring shall not be performed through a desk review on the first subgrant awarded to a subgrantee. In addition, monitoring through a desk review shall be alternated with on-site reviews so that on-site fiscal monitoring is performed at least every other year.

Monitoring for programmatic compliance cannot be performed through a desk review.

3.Review of the Subgrantee's Single Audit Report for Compliance, Evaluation of Audit Findings, and Follow-up on Corrective Actions

Subgrantees that expend \$500,000.00 or more of Federal financial assistance during the subgrantee's fiscal year shall have an audit performed by an independent Certified Public Accountant in accordance with the Single Audit Act and OMB Circular A-133. As a part of MDHS' monitoring of each of its subgrants, these independent auditor's reports shall be obtained from the subgrantees and reviewed for compliance with Federal regulations.

Any audit findings identified in the independent auditor's reports, as well as the subgrantees proposed corrective action plans, shall be evaluated by the MDHS Funding Divisions. If the subgrantee's corrective action plan is acceptable, a management decision will be issued by the MDHS Funding Division to resolve the audit findings. The MDHS Division of Program Integrity will follow-up on the subgrantee's corrective action plan during the next on-site fiscal review that is conducted.

The Director of Monitoring and the Supervisor of Single Audit Findings review audit findings, and forward them to the Division of Community Services and the Monitoring Supervisor. Audit findings are placed on a spreadsheet and addressed during monitoring visits with the entity and addressed on the monitoring report.

4.On-Site Reviews for Program Compliance

On-site reviews for program compliance are required to be conducted at least once during the subgrant period for every MDHS subgrant. On-site reviews for program compliance may be performed on any subgrant at any time and may be repeated as often as deemed necessary by MDHS. These reviews for program compliance will be conducted by the MDHS Division of Program Integrity.

The on-site programmatic reviews are formal in nature and are normally preceded by written notification to the subgrantee and to the appropriate MDHS Funding Division Directors. However, unannounced on-site programmatic reviews may also be conducted. On-site entrance and exit conferences will be conducted with subgrantee officials and a written report will be issued communicating the results of the review to the subgrantee and to the MDHS Funding Divisions. The Agency shall follow-up on the subgrantee's corrective action plan for any programmatic monitoring findings.

5. On-Site Reviews for Fiscal Compliance

On-site reviews for fiscal compliance will be conducted by the Division of Program Integrity, as provided under this section. These visits may also be conducted at the request of the MDHS Executive Director or the MDHS Funding Division Director.

These reviews are formal in nature and are normally preceded by written notification to the subgrantee. The appropriate Funding Division Directors shall also receive written notification of

on-site fiscal reviews. However, unannounced on-site fiscal reviews may also be conducted. On-site entrance conferences will be conducted with subgrantee officials. Exit conferences will be conducted and a written report will be issued communicating the results of the review to the subgrantee and to the MDHS Funding Divisions. MDHS shall follow-up on the subgrantee's corrective action plan for any fiscal monitoring findings.

6. Limited Scope Audits of Specific Compliance Areas

The Agency may engage an independent Certified Public Accountant to perform a Limited Scope Audit of certain MDHS subgrants. The need for this type of review shall be determined on an individual basis and shall be documented by the Division of Program Integrity. The results of this review shall be communicated to the subgrantee and to the MDHS Funding Divisions in a written report.

Corrective Action Process

The Initial Report of Findings and Recommendations that is forwarded to the subgrantee and to the MDHS funding division shall require a written response from the subgrantee within fifteen (15) working days. Upon receipt of the response from the subgrantee, the Director of the Office of Monitoring and other appropriate staff shall assess each response for adequacy. If all responses are adequate, a letter will be issued to the subgrantee clearing all findings. If any responses do not adequately address the findings, the subgrantee will be notified in writing by the issuance of a Status Report acceptable to MDHS requiring a second response from the subgrantee within ten (10) working days.

If the subgrantee fails to satisfactorily resolve all of the monitoring findings, the Office of Monitoring will issue a Final Notice Letter to the subgrantee demanding that the subgrantee refund the amount of questioned costs and advising the subgrantee of the procedures to follow if they wish to request an administrative hearing with the MDHS Executive Director.

If the subgrantee does not respond to the Final Notice Letter, the subgrantee will be referred to the State of Mississippi Office of the Attorney General to recover the unresolved questioned costs, and the Agency may begin procedures for debarment and suspension against the subgrantee organization and the subgrantee authorized official.

Discovery of Possible Fraud, Mismanagement, or Program Abuse

In the event indications of possible fraud, mismanagement, or program abuse are discovered during the course of monitoring subgrants, the Director of the Office of Monitoring shall notify the Director of the Division of Program Integrity, who shall notify the MDHS Executive Director. The MDHS Executive Director and appropriate personnel will decide the course of action to be taken, including the degree of disclosure to subgrantee personnel and to the MDHS Funding Divisions. The format for reporting such incidents will be determined by the Director of the Office of Monitoring and/or the Director of the Division of Program Integrity, after consultation with the MDHS Executive Director.

Division of Community Services (DCS)

Statutory Reference 2605(b)(10)

TRAINING AND TECHNICAL ASSISTANCE (T&TA)

DCS staff uses several tools and checklists to conduct an overall comprehensive review of the agencies' operations. Throughout both the programmatic and fiscal review process there should be ongoing, open communication with the staff to facilitate clarification of facts and prevent misunderstandings, provide the reviewer with a full understanding of the agencies' operations, and provide the agency with a full understanding of the review process.

Preliminary areas of noncompliance should be summarized and discussed with the Executive Director and/or designated staff during the exit conference. Copies of specific documents, supporting schedules, and reports obtained during the site visit to facilitate preparation of the report should be discussed during the exit conference. The agency is given the opportunity to provide comments and present additional information or explanation regarding a specific finding before it is included in the report.

The report should include specific timelines for any required corrective action associated with each finding. Copies of the report should be mailed to agency's Board and the agency's Executive Director. A copy should also be provided to the DCS Program Director and Compliance Officer.

The agency is required to respond in writing to each of the findings and observations mentioned in the report, including a detailed plan for taking corrective actions and implementing required changes. The initial response is due within 30 days from the date of the report. The agency's plan for resolution and corrective action will be reviewed by Compliance Team to ensure that all findings have been adequately addressed.

In the event an agency is unable or unwilling to correct a specified area of noncompliance within the prescribed timeline, DCS will report the deficiency to MDHS-Division of Program Integrity. If MDHS determines that the agency remains noncompliance in a specified area, DCS may contact **DHHS** to initiate proceedings to terminate the organization's designation as a Community Action Agency.

ATTACHMENT-AUDIT REQUIREMENTS

Per the MDHS Subgrant/Contract Manual

~~The Division of Program Integrity (DPI) is responsible for oversight of the subgrantee audit process and for monitoring program and fiscal activities involving subgrants. DPI collaborates with MDHS Funding Divisions to ensure resolution of audit findings by the MDHS Funding Divisions and to monitor the success of corrective actions taken.~~

~~The provisions of this section do not limit the authority of Federal agencies or their Inspectors General or other Federal officials, the Mississippi Department of Human Services, or the Office of the State Auditor, or their duly authorized representatives, to make or contract for audits, evaluations, or reviews. Subgrantees shall not constrain the above named agencies, in any manner, from carrying out audits, evaluations, or reviews.~~

GENERAL

~~All MDHS subgrantees are required to complete the MDHS Subgrantee Audit Information Form (MDHS DPI 002). This form must be submitted to the Division of Program Integrity—Office of Monitoring no later than ninety (90) calendar days after the end of the subgrantee's fiscal year. This form is necessary to certify the sources and amounts of all Federal awards received and expended by the subgrantee.~~

~~The MDHS Subgrantee Audit Policy has been prepared using as references the Single Audit Act Amendments of 1996 (Public Law 104-156) as implemented by the Office of Management and Budget (OMB) through OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations". Subgrantees that are commercial organizations (i.e., for-profit) shall not be subject to the audit requirements contained in OMB Circular A-133 unless specifically required by program regulations or by the terms and conditions of the subgrant agreement. Subgrantees which expend Federal financial assistance during the subrecipient's fiscal year of:~~

- ~~1. Less than \$500,000.00 shall be exempt from Federal audit requirements, but must make records available for review by the appropriate officials. In addition, these subgrantees shall complete the MDHS Subgrantee Audit Information form and submit the form to the Division of Program Integrity—Office of Monitoring no later than ninety (90) calendar days after the end of the subgrantee's fiscal year;~~
- ~~2. \$500,000.00 or more under only one Federal program may elect to have a program-specific audit, or a series of program audits, performed on each subgrant awarded by MDHS in accordance with Government Auditing Standards, or an organization wide audit performed in accordance with OMB Circular A-133; or~~
- ~~3. \$500,000.00 or more under more than one Federal program shall have an organization wide audit performed in accordance with OMB Circular A-133. A subgrantee that is a commercial organization which is specifically required by program regulations or by the terms and conditions of the subgrant agreement to have an audit, may elect to have a program-specific audit of all MDHS subgrants performed in accordance with Government Auditing Standards.~~

RESPONSIBILITIES OF SUBGRANTEES

~~The subgrantee shall:~~

- ~~1. Maintain and make records available for review or audit by appropriate officials of the Federal agency, pass through entity, General Accounting Office (GAO), and/or the subgrantee's independent auditor;~~
- ~~2. Prepare financial statements that reflect its financial position, results of operations, and, where appropriate, cash flows for the fiscal year audited. The subgrantee shall also prepare a schedule of expenditures of Federal awards for the period covered by the subgrantee's financial statements, which shall be prepared in accordance with paragraph .310 of OMB Circular A-133;~~
- ~~3. Follow procurement standards prescribed by OMB Circular A-110 and the procurement section of this subgrantee manual in arranging for an independent audit to be performed by a Certified Public Accountant (CPA), in accordance with GAAS, GAGAS, and/or OMB Circular A-133, as applicable;~~
- ~~4. Ensure that audits are conducted and reported in accordance with Generally Accepted Auditing Standards (GAAS), Government Auditing Standards (GAS) and Circular A-133, as applicable, and that copies of the auditor's reports, and any management letters issued by the auditors, are submitted to the Division of Program Integrity Office of Monitoring within nine (9) months after the end of the subgrantee's fiscal year;~~

~~Be held responsible for follow-up and corrective action on all audit findings; (As part of this responsibility, the subgrantee shall prepare a summary of prior audit findings and a corrective action plan for current year audit findings. The summary schedule of prior audit findings and the corrective action plan shall include the reference numbers the auditor assigns to audit findings and the fiscal year in which the finding initially occurred. At the completion of the audit, the subgrantee shall prepare a corrective action plan to address each audit finding included in the current year auditor's reports. The corrective action plan shall provide the name(s) of the contact person(s) responsible for corrective action, the corrective actions planned or implemented, and the anticipated completion date.)~~

- ~~6. Assure MDHS subgrants are properly identified and audited as part of an organization-wide audit. (MDHS may request a subgrantee which is required to have an organization-wide audit to have a particular program audited as a major program. Such requests shall be made at least 180 days prior to the end of the fiscal year to be audited. The subgrantee, after consultation with its auditor, shall inform MDHS whether the program would otherwise be audited as a major program using a risk based approach and, if not, the estimated incremental costs. MDHS shall then promptly confirm to the subgrantee whether it wants the program audited as a major program.)~~
- ~~7. Ensure that adequate funding is available to cover the cost of audits made in accordance with this section, either from non-Federal non-matching sources or as part of the subgrant agreement or other arrangement approved in advance by the MDHS Funding Division. For~~

~~any audit costs charged directly or indirectly to any MDHS subgrant, or otherwise paid by an MDHS Funding Division, the subgrantee shall submit a detailed invoice to the MDHS Funding Division that indicates the total audit cost, the audit cost allocated to each subgrant and the basis for allocating the audit cost to the subgrant; and~~

- ~~8. Prepare a separate schedule of indirect costs, if indirect costs are claimed under any MDHS subgrant, which shall at a minimum include a listing of actual indirect costs incurred during the subgrantee's fiscal year presented by line item; a description and amount of the base used to allocate indirect costs to all of the subgrantee's programs; and the calculation of an actual indirect cost rate based on the audited amounts; and,~~
- ~~9. Complete the MDHS Subgrantee Audit Information Form (M Di IS DPI-002) and submit the form to the Division of Program Integrity—Office of Monitoring no later than ninety (90) calendar days from the end of the subgrantee's fiscal year; and,~~
- ~~10. Submit a copy of the data collection form and the reporting package, which are specified under Section 320 of OMB Circular A-133, directly to the Federal Audit Clearinghouse, Bureau of the Census, 1201 E. 10th Street, Jeffersonville, Indiana 47132.~~

~~ATTACHMENT- CRISIS AND EMERGENCY SERVICES~~

~~Mississippi offers a crisis assistance component through the Low Income Home Energy Assistance Program (LIHEAP). Specifically, The Energy Crisis Intervention Program (ECIP) provides assistance to low income households that are in a crisis situation. Funds and financial assistance are made available year round to help individuals who are out of options, and who are therefore in a crisis situation. These individuals may be about to have their utility or heating services disconnected, they may have run out of heating fuel, are faced with extreme summer temperatures, or have some other emergency.~~

~~•—Life-Threatening Crisis Must be Relieved in 18 Hours~~

- ~~○—Eligible households with a life-threatening energy crisis, must have the crisis relieved within 18 hours of an approved application.—~~
- ~~○—Resolution of a crisis include but are not limited to: arranging for an immediate supply of fuel, securing flexible payment arrangements with the energy supplier, pledging the benefit and therefore preventing shutoff, or purchase of portable space heater or air conditioner.~~

~~*—The Division of Community Services deems Life-Threatening Crisis situations as:~~

- ~~1.— Natural disaster (Fire, tornado, flood, etc.), and extreme inclement weather conditions as determined by the National Weather Service~~
- ~~2.— Person(s) on life support or medical devices that require electricity~~
- ~~3.— Domestic Violence~~
- ~~4.— Elderly Abuse~~

~~•—Non-Life-Threatening Crisis Must be Relieved in 48 Hours~~

- ~~○—Eligible households with a non life threatening energy crisis, must have the crisis relieved within 48 hours of an approved application.~~
- ~~○—Resolution of a non-life threatening crisis include but are not limited to: arranging for an immediate supply of fuel, securing flexible payment arrangements with the energy supplier, pledging the benefit and therefore preventing shutoff, or purchase of portable space heater or air conditioner.~~

~~*—The Division of Community Services deems Non-Life-Threatening Crisis situations as:~~

- ~~1. Unexpected expense (Death of immediate family member, funeral expense, high medical expense, etc.)~~
 - ~~2. Income loss within last 30 days due to layoff or consequences resulting in termination of benefits.~~
 - ~~3. Services are disconnected for a household with children under six (6), elderly or disabled persons.~~
- ~~• Clients who are waiting on an approval/eligibility determination must be referred to other community organizations, programs that may be able to assist, emergency shelters/ hotels, and relationships should be established with energy vendors to prevent shut-off.~~
 - ~~• Clients who are found ineligible for crisis benefits must be referred to other community organizations or other programs that may be able to help.~~

~~ATTACHMENT-NATIONAL PERFORMANCE INDICATORS (NPIs)~~
~~GOALS AND OBJECTIVES~~
~~ATTACHMENT-ROMA LOGIC MODEL~~

National Performance Indicators (NPI's)
Goals and Objectives

Counts of Change	Counts of Change for Employment Indicators	FY 2018- Projected- Target	FY- 2018- Actual- Results	Performance Target- Accuracy— (%- Calculated)-	FY 2020 Projected- Target
	1. Number of jobs <u>created</u> to increase opportunities for people with low incomes in the identified community.	-	-	-	-
	2. Number of job opportunities <u>maintained</u> in the identified community.	-	-	-	-
	3. Number of "living wage" jobs <u>created</u> in the identified community.	-	-	-	-
	4. Number of "living wage" jobs <u>maintained</u> in the identified community.	-	-	-	-
	5. Number of jobs created in the <u>identified</u> community with a benefit package.	-	-	-	-
Rates of Change	Rates of Change for Employment Indicators	FY 2018- Projected- Target	FY- 2018- Actual- Results	Performance Target- Accuracy— (%- Calculated)-	FY 2020 Projected- Target
	1. Percent decrease of <u>unemployment rate</u> .	-	-	-	-
	2. Percent decrease of the <u>youth unemployment rate</u> .	-	-	-	-
	3. Percent decrease of the <u>underemployment rate</u> .	-	-	-	-
Counts of Change	Counts of Change for Education and Cognitive Development Indicators	FY 2018- Projected- Target	FY- 2018- Actual- Results	Performance Target- Accuracy— (%- Calculated)-	FY 2020 Projected- Target
	1. Number of feasible and affordable <u>early childhood or pre-school education</u> assets or resources added to the identified community.	-	-	-	-
	2. Number of accredited or licensed <u>affordable childcare facilities</u> added in the identified community.	-	-	-	-
	3. Number of new <u>Early Childhood Screenings</u> offered to children (ages 0-5) of families with low incomes in the identified community.	-	-	-	-
	4. Number of accessible and affordable education assets or resources added for <u>school-age children</u> in the identified community. (e.g., academic, enrichment activities, before/after school care, summer programs)	-	-	-	-
	5. Number of accessible and affordable <u>post-secondary education</u> assets or resources added for newly graduating <u>youth</u> in the identified community. (e.g. college tuition, scholarships, vocational training, etc.)	-	-	-	-

National Performance Indicators (NPI's) Goals and Objectives

	6. Number of accessible and affordable basic or secondary education assets or resources added for adults in the identified community. (e.g. literacy, ESL, ABE/GED, etc.)	-	-	-	-
Rates of Change	Rates of Change for Education and Cognitive-Development Indicators	FY 2018-Projected-Target	FY 2018-Actual-Results	Performance Target-Accuracy—(%-Calculated)-	FY 2020-Projected-Target
	1. Percent increase of children in the identified community who are kindergarten ready .	-	-	-	-
	2. Percent increase of children in the identified community at or above the basic reading level .	-	-	-	-
	3. Percent increase of children in the identified community at or above the basic math level .	-	-	-	-
	4. Percent increase in high school (or high school equivalency) graduation rate in the identified community.	-	-	-	-
	5. Percent increase of the rate of youth in the identified community who attend post-secondary education .	-	-	-	-
	6. Percent increase of the rate of youth in the identified community who graduate from post-secondary education .	-	-	-	-
	7. Percent increase of adults in the identified community who attend post-secondary education .	-	-	-	-
	8. Percent increase of adults in the identified community who graduate from post-secondary education .	-	-	-	-
	9. Percent increase in the adult literacy rate in the identified community.	-	-	-	-
Counts of Change	Counts of Change for Infrastructure and Asset-Building Indicators	FY 2018-Projected-Target	FY 2018-Actual-Results	Performance Target-Accuracy—(%-Calculated)-	FY 2020-Projected-Target
	1. Number of new accessible assets/resources created in the identified community.				
	a. Commercial	-	-	-	-
	b. Financial	-	-	-	-
	c. Technological/Communications (e.g. broadband)	-	-	-	-
	d. Transportation	-	-	-	-
	e. Recreational (e.g. parks, gardens, libraries)	-	-	-	-
	f. Other Public Assets/Physical Improvements	-	-	-	-
	2. Number of existing assets/resources made-accessible to the identified community.	-	-	-	-

	a. Commercial	National Performance Indicators (NPI's)		-	-
	b. Financial	Goals and Objectives		-	-
	c. Technological/Communications (e.g. broadband)	-	-	-	-
	d. Transportation	-	-	-	-
	e. Recreational (e.g. parks, gardens, libraries)	-	-	-	-
	f. Other Public Assets/Physical Improvements	-	-	-	-
Rates of Change	Rates of Change for Infrastructure and Asset-Building Indicators	FY 2018-Projected-Target	FY 2018-Actual-Results	Performance Target-Accuracy—(%-Calculated)-	FY 2020-Projected-Target
	1. Percent decrease of abandoned or neglected buildings in the identified community.	-	-	-	-
	2. Percent decrease in emergency response time measured in minutes in the identified community. (EMT, Police, Fire, etc.)	-	-	-	-
	3. Percent decrease of predatory lenders and/or lending practices in the identified community.	-	-	-	-
	4. Percent decrease of environmental threats to households (toxic soil, radon, lead, air quality, quality of drinking water, etc.) in the identified community.	-	-	-	-
	5. Percent increase of transportation services in the identified community.	-	-	-	-
Courts of Change	Counts of Change for Housing Indicators	FY 2018-Projected-Target	FY 2018-Actual-Results	Performance Target-Accuracy—(%-Calculated)-	FY 2020-Projected-Target
	1. Number of safe and affordable housing units developed in the identified community (e.g. built or set aside units for people with low income).	-	-	-	-
	2. Number of safe and affordable housing units maintained and/or improved through WAP or other rehabilitation efforts in the identified community.	-	-	-	-
	3. Number of shelter beds created in the identified community.	-	-	-	-
	4. Number of shelter beds maintained in the identified community.	-	-	-	-
Rates of Change	Rates of Change for Housing Indicators	FY 2018-Projected-Target	FY 2018-Actual-Results	Performance Target-Accuracy—(%-Calculated)-	FY 2020-Projected-Target
	1. Percent decrease in the rate of homelessness in the identified community.	-	-	-	-

	2. Percent decrease in the <u>foreclosure rate</u> in the identified community.	-	-	-	-
	3. Percent increase in the <u>rental burden</u> in the identified community.	-	-	-	-
	4. Percent increase of <u>affordable housing</u> in the identified community.	-	-	-	-
	5. Percent increase of <u>shelter beds</u> in the identified community.	-	-	-	-
Goals and Objectives					
Counts of Change	Counts of Change for Health and Social/Behavioral Indicators	FY 2018 Projected Target	FY 2018 Actual Results	Performance Target Accuracy— (% Calculated)	FY 2020 Projected Target
	1. Number of accessible and affordable <u>physical health</u> assets or resources created in the identified community.	-	-	-	-
	2. Number of accessible and affordable <u>behavioral and mental health</u> assets or resources created in the identified community.	-	-	-	-
	3. Number of <u>public safety</u> assets and resources created in the identified community.	-	-	-	-
	4. Number of accessible and affordable healthy <u>food resources</u> created in the identified community.	-	-	-	-
	5. Number of activities designed to <u>improve police and community relations</u> within the identified community.	-	-	-	-
Rates of Change	Rates of Change for Physical Health, Wellbeing, and Development Indicators	FY 2018 Projected Target	FY 2018 Actual Results	Performance Target Accuracy— (% Calculated)	FY 2020 Projected Target
	1. Percent decrease in <u>infant mortality rate</u> in the identified community.	-	-	-	-
	2. Percent decrease in <u>childhood obesity rate</u> in the identified community.	-	-	-	-
	3. Percent decrease in <u>adult obesity rate</u> in the identified community.	-	-	-	-
	4. Percent decrease in <u>child immunization rate</u> in the identified community.	-	-	-	-
	5. Percent decrease in <u>uninsured families</u> in the identified community.	-	-	-	-
Rates of Change	Rates of Change for Public Safety Indicators	FY 2018 Projected Target	FY 2018 Actual Results	Performance Target Accuracy— (% Calculated)	FY 2020 Projected Target
	1. Percent decrease in <u>recidivism rate</u> in the identified community.	-	-	-	-

National Performance Indicators (NPI's)
Goals and Objectives

	2. Percent decrease in non-violent crime rate in the identified community.	-	-	-	-
	3. Percent decrease in violent crime rate in the identified community.	-	-	-	-
	4. Percent decrease in teens involved with the juvenile court system in the identified community.	-	-	-	-
Rates of Change	Rates of Change for Civic Engagement and Community Involvement Indicators	FY 2018 Projected Target	FY 2018 Actual Results	Performance Target Accuracy— (% Calculated)	FY 2020 Projected Target
	1. Percent increase of donated time to support the CSBG-Eligible Entity's delivery of services and/or implementation of strategies to address the conditions of poverty in the identified community.	-	-	-	-
	2. Percent increase of donated resources to support the CSBG-Eligible Entity's delivery of services and/or implementation of strategies to address conditions of poverty in the identified community.	-	-	-	-
	3. Percent increase of people participating in public hearings, policy forums, community planning, or other advisory boards related to the CSBG-Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.	-	-	-	-
Rates of Change	Rates of Change for Civic Engagement and Community Involvement Indicators	FY 2018 Projected Target	FY 2018 Actual Results	Performance Target Accuracy— (% Calculated)	FY 2020 Projected Target
	1. Percent increase of people with low incomes who support the CSBG-Eligible Entity's delivery of service and/or implementation of strategies to address conditions of poverty in the identified community.	-	-	-	-
	2. Percent increase of people with low incomes who acquire and maintain leadership roles with the CSBG-Eligible Entity or other organizations within the identified community.	-	-	-	-

National Performance Indicators (NPIs)

Goals and Objectives

Employment	FY 2018- Projected- Target	FY 2018- Actual- Results	Performance Target Accuracy- (% Calculated)	FY 2020- Projected- Target
1. The number of unemployed youth who obtained employment to gain skills or income.				
2. The number of unemployed adults who obtained employment (up to a living wage).				
3. The number of unemployed adults who obtained and maintained employment for at least 90 days (up to a living wage).				
4. The number of unemployed adults who obtained and maintained employment for at least 180 days (up to a living wage).				
5. The number of unemployed adults who obtained employment (with a living wage or higher).				
6. The number of unemployed adults who obtained and maintained employment for at least 90 days (with a living wage or higher).				
7. The number of unemployed adults who obtained and maintained employment for at least 180 days (with a living wage or higher).				
8. The number of employed participants in a career advancement related program who entered or transitioned into a position that provided increased income and/or benefits:				
a. Of the above, the number of employed participants who increased income from employment through wage or salary amount increase.				
b. Of the above, the number of employed participants who increased income from employment through hours worked increase.				
c. Of the above the number of employed participants who increased benefits related to employment.				
Other Employment Outcome Indicator	FY 2018- Projected- Target	FY 2018- Actual- Results	Performance Target Accuracy- (% Calculated)	FY 2020- Projected- Target
9. The number of individuals or households				
Education and Cognitive Development	FY 2018 Projected- Target	FY 2018- Actual- Results	Performance Target Accuracy- (% Calculated)	FY 2020- Projected- Target
1. The number of children (0-5) who demonstrated improved literacy skills.				
2. The number of children (0-5) who demonstrated skills for school readiness.				
3. The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills:				
a. Early Childhood Education (ages 0-5)				
b. 1 st grade - 8 th grade				
c. 9 th grade - 12 th grade				
4. The number of children and youth who are achieving at basic grade level (academic, social, and other school success skills)				
a. Early Childhood Education (ages 0-5)				

b. 1st grade – 8th grade				
e. 9th grade – 12th grade				
5. The number of parents/caregivers who improved basic education.				
6. The number of adults who demonstrated improved basic education.				
7. The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.				
8. The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.				
9. The number of individuals who obtained an Associate's degree.				
10. The number of individuals who obtained a Bachelor's degree.				
Other Education and Cognitive Development Outcome Indicator	FY 2018-Projected-Target	FY 2018-Actual-Results	Performance Target Accuracy- (% Calculated)	FY 2020-Projected-Target
11. The number of individuals or households _____.				
Income and Asset Building	FY 2018-Projected-Target	FY 2018-Actual-Results	Performance Target Accuracy- (% Calculated)	FY 2020-Projected-Target
1. The number of individuals who achieved and maintained capacity to meet basic needs for 90 days.				
2. The number of individuals who achieved and maintained capacity to meet basic needs for 180 days.				
3. The number of individuals who opened a savings account or IDA.				
4. The number of individuals who increased their savings.				
5. The number of individuals who used their savings to purchase an asset.				
a. Of the above, the number of individuals who purchased a home.				
6. The number of individuals who improved their credit scores.				
7. The number of individuals who increased their net worth.				
8. The number of individuals engaged with the Community Action Agency who report improved financial well-being.				
Other Income and Asset Building Outcome Indicator	FY 2018-Projected-Target	FY 2018-Actual-Results	Performance Target Accuracy- (% Calculated)	FY 2020-Projected-Target
9. The number of individuals or households _____.				
Housing	FY 2018-Projected-Target	FY 2018-Actual-Results	Performance Target Accuracy- (% Calculated)	FY 2020-Projected-Target
1. The number of households experiencing homelessness who obtained safe and temporary shelter.				
2. The number of households who obtained safe and affordable housing.				

3. The number of households who maintained safe and affordable housing for 90 days .				
4. The number of households who maintained safe and affordable housing for 180 days .				
5. The number of households who avoided eviction .				
6. The number of households who avoided foreclosure .				
7. The number of households who experienced improved health and safety due to improvements within their home (e.g. reduction or elimination of lead, radon, carbon dioxide and/or fire hazards or electrical issues, etc.).				
8. The number of households with improved energy efficiency and/or energy burden reduction in their homes.				
Other Housing Outcome Indicator	FY 2018-Projected-Target	FY 2018-Actual-Results	Performance Target Accuracy- (% Calculated)	FY 2020-Projected-Target
9. The number of individuals or households _____.				
Health and Social/Behavioral Development	FY 2018-Projected-Target	FY 2018-Actual-Results	Performance Target Accuracy- (% Calculated)	FY 2020-Projected-Target
1. The number of individuals who demonstrated increased nutrition skills (e.g. cooking, shopping, and growing food).				
2. The number of individuals who demonstrated improved physical health and well-being .				
3. The number of individuals who demonstrated improved mental and behavioral health and well-being .				
4. The number of individuals who improved skills related to the adult role of parents/caregivers.				
5. The number of parents/caregivers who demonstrated increased sensitivity and responsiveness in their interactions with their children.				
6. The number of seniors (65+) who maintained an independent living situation.				
7. The number of individuals with disabilities who maintained an independent living situation.				
8. The number of individuals with chronic illness who maintained an independent living situation.				
9. The number of individuals with no recidivating event for six months.				
a. Youth (ages 14-17)				
b. Adults (ages 18+)				
Other Health and Social/Behavioral Development Outcome Indicator	FY 2018-Projected-Target	FY 2018-Actual-Results	Performance Target Accuracy- (% Calculated)	FY 2020-Projected-Target
10. The number of individuals or households _____.				

Health and Social/Behavioral Development	FY 2018 Projected-Target	FY 2018 Actual-Results	Performance Target Accuracy- (% Calculated)	FY 2020 Projected-Target
1. The number of Community Action program participants who increased skills, knowledge, and abilities to enable them to work with Community Action to improve conditions in the community.				
a. Of the above, the number of Community Action program participants who improved their leadership skills.				
b. Of the above, the number of Community Action program participants who improved their social networks.				
c. Of the above the number of Community Action program participants who gained other skills, knowledge, and abilities to enhance their ability to engage.				
Other Civic Engagement and Community Involvement Outcome Indicator	FY 2018 Projected-Target	FY 2018 Actual-Results	Performance Target Accuracy- (% Calculated)	FY 2020 Projected-Target
2. The number of individuals or households _____.				
Health and Social/Behavioral Development	FY 2018 Projected-Target	FY 2018 Actual-Results	Performance Target Accuracy- (% Calculated)	FY 2020 Projected-Target
1. The number of individuals who achieved one or more outcomes as identified by the National Performance Indicators in various domains.				
Other Outcome Indicator	FY 2018 Projected-Target	FY 2018 Actual-Results	Performance Target Accuracy- (% Calculated)	FY 2020 Projected-Target
3. The number of individuals or households _____.				

No Longer attached to State Plan

ROMA Logic Model

Organization:		Program:				<input type="checkbox"/> Family	<input type="checkbox"/> Agency	<input type="checkbox"/> Community
Identified Problem, Need, or Situation (1) Planning	Service or Activity (2) Intervention	Outcome (3) Benefit	Indicator (4) Performance	Actual Results (5) Performance	Measurement Tools (6) Accountability	Data Source (7) Accountability	Frequency of Data Collection and Reporting (8) Accountability	

Mission:

Proxy Outcome:

No longer attached to State Plan

ROMA Logic Model

There are three Levels of Needs: Family, Agency, & Community. Make sure the Level matches the Need. This is an example of Family Level Logic Model.

Organization: HCHRA		Program: Employment				Family	Agency	Community
Identified Problem, Need, or Situation	Service or Activity	Outcome	Indicator	Actual Results	Measurement Tools	Data Source	Frequency of Data Collection and Reporting	
(1) Planning	(2) Intervention	(3) Benefit	(4) Performance	(5) Performance	(6) Accountability	(7) Accountability	(8) Accountability	
<p>The projected number of individuals that will be placed in Employment ROMA Problem.</p> <p>Individuals lack the necessary skills to obtain employment</p>	<p>Identify 1000 Case Management Clients that will receive employment services from Jan. 1, 2020 to Dec. 31, 2020</p> <p>Case Manager will deliver employment skills opportunities and referral services to 1000 individuals seeking employment</p>	<p>Unemployed individuals gain skills necessary to gain employment</p>	<p>200 of 1000, or 20%, of unemployed individuals who begin employment mentoring gained skills between Jan. 1, 2020 – Dec. 31, 2020</p>		<p>VR Intake Application Pre Test of Skills Post Test of Skills Skills Assessment Tools</p>	<p>VR Case Record. Data entered into client record during intake by Case Manager Follow up contact/Case Notes entered by Case Manager</p>	<p>Data Collected at time of encounter. Weekly report Tests completed by individuals.</p>	
<p>Based on the priority need from the CSNA, create a need statement.</p>	<p>Identify the resources necessary to achieve the Outcome. Remember the choices you make regarding the services you provide will reflect the Outcome.</p>	<p>The Outcome must match the Need and the Level of Need. Outcome comes prior to identifying the Services. Create an Outcome Statement to state what you expect to happen as a result of the service.</p>	<p>Define your Outcome Statement with numbers to quantify the change you expect to happen as a result of the service.</p>	<p>This column should be blank. This is a Projected Model of what you expect to accomplish in this program.</p>	<p>What measurement tools will you utilize to capture & measure the success of the Outcomes?</p>	<p>Provide evidence that you will utilize to measure the outcomes. Explain the process for collecting and storing data. Address Who, Where & How.</p>	<p>State how often the data will be collected/reporting process.</p>	

Mission: To ensure that all families have access to supports to maintain employment.

The Mission Statement must include four key elements:
Population, Services, Outcomes & Relationships.

Proxy Outcome: None

The Measurement Tools, Data Source and Reporting Processes should match the Services that were identified in Column 2.

